

REVISED NOTES FOR CONTRIBUTORS

Submission of articles

1. Article may be submitted at any time and will be considered for the first available edition of *Essex Archaeology and History* (hereafter *EAH*).
2. All contributions should be sent to the Hon. Editor, ideally in digital form, via services such as WeTransfer or Dropbox, or on DVD and CD, arranged as described below. If submission has to be in paper form, this should comprise two hard copies of the text and illustrations. Before submission, authors should contact the Hon. Editor to discuss requirements. Contact details can be found via the Society's web site (<http://esah1852.org.uk/contact-us>)
3. All material submitted on DVD or CD should be clearly labelled with titles readily identifiable with their contents.
4. Articles should be prepared under the general conventions set out in the Guidelines (2009) for the *East Anglian Archaeology* (hereafter *EAA*) series. They can be accessed and downloaded from the *EAA* website (www.eaareports.org.uk).
5. It is essential that these Guidelines and style conventions are followed, and in particular that the use of the system of referencing is consistent.

Submitted text

1. To assist the editorial process, please:
2. Prepare the digital copy in Word or RTF.
3. Limit the amount of formatting as much as possible (such as the use of tabs) on both text and tables. Do not attempt to emulate the layout of *EAH* by adding formatting other than the advice given here, as the correct formatting for the articles will be applied during the typesetting process.
4. Use a standard font, ample margins, 1.5 or 2.0 spacing, and number each page sequentially.
5. Print all A4 pages on one side only.

Submitted Figures and Tables

1. All Figures and Plates should be submitted as separate files. Do not embed them in the text.
2. Simple Tables may be embedded in the text, but make the formatting as simple as possible. Larger and more complex Tables should be provided in separate files, carefully labelled.
3. All Figures, Plates and Tables that are provided as files separate to the text should be provided with a list of Captions in a separate Word or RTF file, i.e.

FIGURE 1: Site location

FIGURE 2: Plan of excavated area

4. It will be helpful on the final submission (after refereeing and corrections) for the suggested placement of Figures and Tables to be marked in pencil in the margins of a hard copy.

Organisation of articles and headings

1. All main articles and shorter notes should begin with a title on one line, followed by the author(s) names, initial(s) and surname(s), on a following line.
2. Main articles should then have a summary paragraph (in italics) setting out the main objectives, content and findings of the article.

3. The article proper should then start with a main heading, such as INTRODUCTION.
4. Most archaeological articles are sub-divided by headings; historical ones frequently have the text in continuous form but may also be sub-divided by headings if desired. If in doubt, please consult the Hon. Editor.
5. For most articles up to 4 levels of Headings should prove sufficient. The typesetter will apply the *EAH* house style, but please identify the different levels of heading by using the following:

Type	Description	Example
Main Heading	14pt, bold, caps	INTRODUCTION
Sub-heading	12pt, bold	Excavation
Sub-sub-heading	12pt, italic	<i>Pottery</i>
Sub-sub-sub-heading	12pt	Iron-Age

6. To aid clarity for the referees and editor, each of the above headings or sub-headings should be followed by a blank line.
7. Acknowledgements should be a separate main heading at the end of an article, but before the Bibliography.

Punctuation, spelling and grammar

1. Please follow the *EAA* Guidelines, section 5.

Numbers, measurements and dates

1. Numbers below 100 should be written out, unless measurements, *e.g.* 'twenty-one potters made 207 pots in 226 days. Of these only ten pots had a diameter of less than 2.45cm.'
2. En rules (–) rather than hyphens (-) should be used for number and dates ranges, i.e. Figs 3–4 not Figs 3-4.
3. For more information on numbers, see the *EAA* Guidelines, section 6.
4. Measurements should be in metric units, except where these were measured historically in imperial or other units.
5. Use AD and BC only where necessary and in the following format: 323 BC; AD 63.
6. Other calendar dates should use the following format:
7 March 1654
7 March
March 1654
7. For radiocarbon dates, see *EAA* Guidelines 6.3.

Compass points and grid references

1. Abbreviated compass points may be used but these are perhaps best left to non-narrative parts of the text. Do not use N, NW, SSE, *etc.*, at the beginning of sentences. Do not use 'northern', 'northerly' where 'north' will do. 'North-to-south' is preferable to 'north-south'.
2. Heights above Datum should be expressed in the form *e.g.* 2.4m OD (no full stops).
3. Grid references should normally be eight figures: TL 3456 7890.

Illustrations (Figures and Plates)

1. It is the responsibility of authors to ensure that all illustrations are of publishable quality. The Society cannot normally pay for material to be re-drawn to professional standards.

2. Illustrations can be provided as hard-copy originals suitable for scanning or as digital files, in the latter case as uncompressed .jpgs or .tiff files or similar. See *EAA Guidelines*, section 9.5.
3. The maximum page size for illustration is 176mm × 256mm. Please allow 7mm for a one-line caption and 11mm for a two-line caption where used with a full-page illustration.
4. Colour illustrations can be accommodated, but please enquire of the Hon. Editor first as there may be an additional cost implication.
5. Captions for illustrations should be provided in a separate Word file and not on the illustration itself. The digital files should be labelled so that the illustrations and captions can be easily matched.
6. Drawings should appear at a recognised scale wherever possible and they should show the appropriate grid points, north, and bar scales. Do not forget to provide a key to drawing conventions.
7. The *EAA Guidelines*, section 9 contain more details. Please enquire of the Hon. Editor if you have any questions.

References

1. *Essex Archaeology and History* generally uses Harvard-style bibliographical references in parentheses in the text, with a full Bibliography at the end of each article. For example:
(Jones 1962, 223–5)
(Pryor *et al.* 1980, 140–7)
(Green, H.S. 1980; Green F. 1982)
2. References to an author who has more than one publication in a year should be distinguished as follows:
(Bloggs 1984a, 21)
(Bloggs 1984b, 76–7)
3. References to on-line sources should give the URL in angled brackets, for example:
<www.ads.ahds.ac.uk>
4. If the on-line source is thought likely to be the subject of change then the date of access may also be given in the form:
<www.essex.ac.uk/history/esah/essexplacenames/index.asp> (accessed 1 July 2013)
5. Footnotes are never used. Endnotes may be used for historical articles, especially those with manuscript references, but only by arrangement with the Hon. Editor.
6. Avoid using Latin terms such as *ibid.*, *op. cit.*, *passim*.

Bibliography

1. The Bibliography should normally be the last heading in the article, with the items arranged in the following format.
2. Only sources referenced in the article should be included in the Bibliography.
3. All Bibliography items should be arranged by first author surname. Author's initials should be standardised.
4. The place of publication (or series) should be given.
5. Please give the full page ranges of articles, not just the pages referred to.
6. Titles of books should normally be capitalised as published but those of papers, *etc.*, can be reduced throughout (with the exception of proper nouns) to lower case.

7. The titles of books and periodicals should be italicised and the titles of articles should be placed in single inverted commas.
8. Volume numbers should be cited in Arabic numerals.
9. The use of *et al.* should be confined to references in the text, with all authors cited in the bibliography.
10. Please note the following examples of punctuation, italicisation and formatting carefully, as this always causes the heaviest copy-editing.

Books/Monographs:

Kemble, J. 2001, *Prehistoric and Roman Essex* (Stroud)
Cunliffe, B.W. 1x991, *Iron Age Communities in Britain* (3rd edn, London)

Edited Books/Monographs:

Gibbs, M. 1939 (ed.), *Early Charters of the Cathedral Church of St. Paul, London*, Camden Third Series, 58 (London)
Mays, M.R. (ed.) 1992, *Celtic Coinage: Britain and Beyond. Eleventh Oxford Symposium on Coinage and Monetary History*, Brit. Archaeol. Rep. British Ser. 222 (Oxford)

Articles:

Holland, M. 2004, 'Captain Swing', *Essex J.* 39, 20–3
Carew, T, Clarke, C. and Eddisford D. 2011, 'Medieval occupation in Maldon, Essex: excavations at 127–129 High Street, 2007', *Essex Archaeol. Hist.* 4th ser., 2, 107–16

Articles in edited books:

Hedges, J. 1978, 'Essex Moats', in Aberg, F.A. (ed.), *Medieval Moated Sites*, Counc. Brit. Archaeol. Res. Rep. 17, 63–70
Wade-Martins, P. 1989, 'The Archaeology of Medieval Rural Settlement in East Anglia', in Aston, M., Austin, D. and Dyer, C. (eds), *The Rural Settlements of Medieval England* (Oxford)

Specialist reports in articles:

Margeson, S. 1982, 'The artefacts', in Atkin, M.W., '29–31 St Benedict's street', in Carter, A. (ed.), *Excavations in Norwich 1971–78, Part I*, E. Anglian Archaeol. 15, 8–9

Theses and dissertations:

Senter, A.M. 2014, 'The development of Essex seaside resorts, 1815–1914' (unpubl. PhD thesis, Univ. of Essex)

Electronic sources:

Peacey, A. 1996, 'The Introduction of Tobacco and Tobacco Pipes to the British Isles', *Internet Archaeol.*, 1: Available: <<http://intarch.ac.uk/journal/issue1/peacey/intro.html>> (accessed 18 July 2014)

Abbreviations

1. A full-stop should be used for an abbreviation, other than where it is a contraction, *e.g.* ed. (for editor) but eds (for editors).
2. Some common abbreviations that may be used in the text:
Fig. Figure(s)

- | | |
|----------|----------------|
| Pl. | Plate(s) |
| No. | Number |
| St or SS | saint(s) |
| c. | circa |
| % | per cent |
| OD | Ordnance Datum |
| AD | Anno Domini |
| BC | Before Christ |
3. Some common abbreviations that may be used in the Bibliography:

General (*these should be italicised if part of a title of a periodical or published report*)

Archaeol.	Archaeology/archaeological
Brit.	British
Colln.	Collections
Counc.	Council
edn	edition
Hist.	History/Historical
J.	Journal
Monogr.	Monograph
Proc.	Proceedings
Res.	Research
Rep.	Report(s)
Ser.	Series
Trans.	Transactions
Univ.	University
unpubl.	unpublished

Specific periodicals and series

<i>Counc. Brit. Archaeol.</i>	<i>Council for British Archaeology</i>
<i>Colch. Archaeol. Rep.</i>	<i>Colchester Archaeological Reports</i>
<i>E. Anglian Archaeol.</i>	<i>East Anglian Archaeology</i>
<i>Essex Archaeol. Hist.</i>	<i>Essex Archaeology and History</i>
<i>Essex Archaeol. Trans.</i>	<i>Transactions of the Essex Archaeological Society</i>
<i>VCH</i>	<i>Victoria History of the Counties of England</i>
<i>RCHM</i>	<i>Royal Commission on Historical Monuments</i>

Quotations, copyright and acknowledgements

- Usually short quotations from published academic works do not require copyright permission, provided that the source is correctly cited. Subject to the Copyright, Designs and Patents Act 1988, extracts from commercial publications may need permission.
- Quotations should be within single inverted commas, quotes within quotes in double inverted commas, omissions to be marked by three full stops ... additions within square brackets. Original spellings in quotes should be retained. Quotations longer than five lines should be indented and the quotation marks omitted. All quotations must be referenced.
- Authors must obtain any necessary copyright and reproduction clearance (for example from archives or picture libraries), except from the Ordnance Survey whose copyright permission will be obtained by the Hon. Editor on a volume-by-volume basis.
- It is necessary for authors to identify all Ordnance Survey illustrations including those that have been largely redrawn and may no longer be instantly recognisable as Ordnance Survey products.
- Where illustrators or photographers have made a substantial contribution to the report, they should be acknowledged on the Title page with other contributors; otherwise, they should be credited in Acknowledgements. It is the author's responsibility to see that illustrations are correctly acknowledged and credited.
- Contributors are solely responsible for all views and opinions expressed in *Essex Archaeology and History*, which do not necessarily represent those of the Society.

Publication process

- The publication process will be similar to that described in the *EAA* guidelines, section 2.
- After submission to the Hon. Editor, all articles without exception will be peer-reviewed by one or more expert referees.
- If the article is deemed suitable for publication, the Hon. Editor will then copy-edit the article.
- The referee's and Hon. Editor's comments, queries and copy-editing will be returned to the author, with a timetable for production of a revised article.
- The author will submit the revised article as a digital file and one hard copy to the Hon. Editor. The approximate location of all Figures, Plates and Tables should be marked by the author on the margins of the revised hard copy in pencil.
- The Hon. Editor who will conduct a final check, after which the complete set of articles will be submitted to the publisher for typesetting.
- Publisher's page proofs will be sent to authors for checking.
- The Hon. Editor will collate all authors' corrections on the proofs and return them to the publisher for correction. Unless there are exceptional circumstances no further proofs will be supplied.