Notes for Contributors

Post-Medieval Archaeology welcomes original contributions that match the aims and scope of the journal on the understanding that their contents have not previously been published or submitted for publication elsewhere. Authors are advised to contact the Editor in writing before submitting articles and notes. All submissions will be sent to independent referees. It is a condition of publication that papers become the copyright of the Society for Post-Medieval Archaeology. Funding by grant is not a pre-requisite for publication in the journal. All contributions and editorial correspondence should be sent to:

Bill Klemperer, Hon. Editor, Post-Medieval Archaeology, The Potteries Museum & Art Gallery, Bethesda Street, Hanley, Stoke-on-Trent ST1 3DE, UK.

Three complete copies should be submitted, printed double-spaced. All pages should be numbered: the first page should include the title of the paper, name(s) of the author(s) and for each author a short institutional affiliation, an abbreviated title (for running headlines within the article), and a word count for the article. At the bottom of the page give the full name and address to which all correspondence, including proofs, should be sent. The second page should repeat the title and contain an abstract of not more than 200 words.

Appendices

These appear before the References and notes and references within the section must be incorporated into the Notes and Bibliography for the whole article.

References

A new style of referencing is introduced from Volume 33. Within the text, references and notes should be indicated by a superscript Arabic numeral. The article should be immediately followed by a section of Notes, listing the references, e.g.


All publications cited in the text must then be listed in full in a Bibliography at the end of the article; likewise all references listed in the Bibliography must be mentioned in the text. References should be listed alphabetically by the (first) author on a separate sheet, double-spaced, and must be cited in the following form, capitalization, and punctuation:

for periodical articles (abbreviate the titles of journals consistently):

for parts published in a series

for monographs:

for chapters in multi-authored books:
Cooper, N. 1995, 'Sutton Place, East Barsham and some related houses', in Airs, M. (ed.) 1995, 33-54. [When citing a chapter from a collection the full reference to the collection must be included in the Bibliography]

Authors are responsible for ensuring the accuracy of references.

Unpublished sources must be listed in a separate list following the Bibliography. Primary sources should be cited by abridged description, location (if applicable) and numbering (if applicable), e.g. (CEB Cottisford 1881 PRO: RG 11/1508 f. 8 p. 9). References with no date abbreviate to n.d., author unknown to Anon.; specific edition to e.g. 2nd rev. edn

Style conventions

Numbers one to nineteen are spelt out and thereafter appear in Arabic numerals. All measurements are in Arabic numerals except years of age when given in main text. When referring to a century use 19th century,
but hyphenate when used adjectively, e.g. 19th-century coin, 13th- to 14th-century coin. Grid references should be cited as follows, two capital letters, space, eastings, space, northings, e.g. SJ 1234 5678. Always hyphenate compass orientations, e.g. south-west, north-east. Circa is abbreviated to lower case c. italicized and followed by a space, e.g. e. 30mm by 40mm. Always use metric measurements, e.g. 5km. 10m. 44mm. 6kg. 25g. References to numerical ranges should be given as follows: 3–8, 104–66, 112–13, 121–31, (for date ranges) c. 1725–26, 1726–1813. Excavation context numbers appear in square brackets e.g. [243] and [49]. Use single quotes, reserving double quotes for quotations given within a quotation. Abbreviate number to no. followed by a space and numbers to nos followed by a space.

For general information please refer to the latest edition of The Oxford Dictionary for Writers and Editors.

Tables
Tables should be submitted on separate sheets, numbered in Arabic numerals, and their position indicated in the text (e.g. Table 1). Each table should have a short self-explanatory title. Vertical rules should not be used to separate columns. Any explanatory notes, including source, should be given as a footnote at the bottom of the table.

Illustrations
All illustrations (including photographs, diagrams and graphs) should be referred to as Fig. and Figs (followed by a space) in the text, running as one number sequence within the text, and their position indicated in the text at the appropriate point, e.g. The fort (Fig. 7) was to the north of the bay. Reference to parts of a figure or, for instance, to a number of catalogued items in one figure should be given as follows (Fig. 1:1–6).

Each figure should be submitted on a separate sheet of paper, numbered on the back with Figure number (Arabic numerals) and the title of the paper. The captions of all figures should be submitted on a separate sheet. Figures should be professionally drawn and be capable of reduction or, if scale drawings, to fit the printed area of the page (200mm. (height) x 141mm. (width)). Reproduction size should be clearly marked for each figure, and in the case of photographs or transparencies the image area should be clearly indicated.

Submission on disk
On notification by the Editor that a paper has been accepted, a revised version of the article should be submitted on disk in a standard word-processing format, together with one printed copy of the final version. Submission on disk may improve typographical accuracy and accelerate publication. The filename and software must be indicated on the disk. In preparing the disk version, please use hard returns only at the end of paragraphs; switch auto-hyphenation off; do not justify text; and do not use automatic note numbering routines. Consistency in spacing, punctuation and spelling will be of help. References and captions should be placed at the end of the file, or in separate files. Tables should be submitted as separate files and keyed horizontally from left to right using a tab between columns, not the space bar (or keyed in Table mode in Word). Figures may be submitted as .EPS or .TIFF files, but must be accompanied by a hard copy version, clearly marked with a reproduction size.

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Proofs will be sent to the author nominated for correspondence, by air mail if outside the UK. Proofs are supplied for checking and making essential typographical corrections, not for general revision, alteration or changes to illustrations, which will not be allowed. Proofs must be returned to the Editor within one week of receipt.

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