

Guidelines for Contributors

Submissions

The Academy welcomes the submission of original papers that fall within the remit of this journal and for which the author possesses full publication rights for both text and illustrations. All submissions should make a valid contribution to knowledge, whether this be of a scientific, historic, artistic or cultural nature, and be of a suitable standard for inclusion in an academic journal. Any material submitted for publication will be reviewed before being accepted and, in general terms, it should meet the following four criteria: submissions should make a worthwhile contribution to knowledge; the text should be clearly written and structured; illustrations should be of good quality and preferably with a centimetre scale included if objects are shown, and any information or evidence presented should be properly referenced using the Harvard system, with primary and secondary sources being clearly identified. Three sub-editors with academic backgrounds and a good knowledge of different languages have agreed to review any papers submitted in French, German or Spanish. Papers should in the first instance be sent to the principal editor for consideration (contact details below), who will circulate them to the sub editors for comment if they are in a language other than English or if there is any doubt as to their suitability, content, or quality. All submissions should include a clear title for the work as well as the name(s) of the author(s) as they wish them to appear in the final publication. The Academy reserves the right to decline papers of inappropriate subject matter or insufficient quality or to return them for revision if they do not meet the guidelines set out below. Please note that any material submitted (paper, disks, photographs, artwork, etc.) will only be returned to the author if this is specifically requested in a covering letter that is included with the material at the time of submission.

Language

English is the preferred language for submission, but papers in other major European languages (French, German and Spanish) will be accepted where this is not possible. If papers are submitted in other languages they should also include a comprehensive summary, which will be translated into English and published with the full article.

Format

Texts should be sent in an IBM compatible digital format and they can be submitted on either floppy disk, CD or as an email attachment. Tables can be included in the text but, if the data is drawn from separate files (for example, Excel tables) then copies of these should be included as well. Illustrations should not be embedded in the text, but sent as separate digital files or hard copy, with the positions to which they refer being clearly indicated in the text (for example, by the use of Fig. 1, Fig. 2, Fig. 3, etc.).

Style

This Journal uses the Harvard style of referencing,

whereby just the author's surname, the year of publication and page number(s) are given in the text in brackets, for example (Fairholt 1859, 123), with the full reference being given in a list of references at the end of the paper (see below). Footnotes or endnotes should not be used, with any information relevant to the paper simply being incorporated into the main text. Acknowledgements should be placed in a separate paragraph at the end of the paper.

References

Any evidence presented in a paper should be properly referenced so that the source can be identified. Details of published sources should be listed at the end of the paper with a Harvard style reference (see 'style' above) provided at the relevant point in the text. Do not use '*ibid*' but rather the author, year and page(s) for each entry. Each reference at the end of the paper should include the names of all the authors, the complete title and publisher of the work and the year and place of publication. For articles or sections within a larger volume the page numbers for the relevant section should also be given, together with the authors and title of the volume as a whole. The references should be arranged in alphabetical order, according to the principal author's surname, which should appear at the start of each entry. The authors other names should be given as they appear in the work being cited and first names should not be reduced to initials. The year of publication should follow the author(s) name(s) and then the title and other publication details. A second section within the references should give details of any manuscript or similar sources cited, including details of the collection housing them and any accession or reference number. Where individual objects are illustrated or referred to, details of the collection to which they belong, together with any accession or reference number, should be given either in the text or in the accompanying caption if they are illustrated.

Illustrations

Every figure or table must be referred to in the text and each is to be given a separate number, with the initial reference to each being introduced in numerical sequence. Line drawings and photographs should be listed together in one series as figures (Fig. 1, Fig. 2, Fig. 3, etc.) with tables being similarly listed as a separate sequence (Table 1, Table 2, Table 3, etc.). References to figures in the text should be written in full, i.e., "Figure 1", but they should be abbreviated when used in brackets (i.e., "(Fig. 1)"). Illustrations should preferably be submitted as either good quality drawings or photographs, although high resolution digital copies of the same (at a resolution of 800dpi or better) can be accepted. Digital images should be saved as raw or tif files. The use of jpg files should be avoided. Wherever possible a metric scale bar should be included in the illustration and the units of division noted in the caption (Scale = 5cm, etc.). Where this is not possible a known dimension for any object illustrated should be given in

the caption (e.g., “Height of pipe bowl is 49mm”), but do not use a ratio scale (e.g., 3x life size, or, 1:50) because of the problems of sizing digital images. Illustrations of the smaller types of pipe bowl (around 7cm or less in height) should be prepared with a view to being published at life size with details of maker’s marks at twice life size. Photographs and other artwork will normally be published in black and white, so there should be good tonal contrast for the subject matter (any image can be submitted in colour but, unless this is essential to its understanding, it will be converted to greyscale or line art for publication). As noted above, illustrations should not be embedded in the text, but sent as separate files or hard copy, with the positions to which they refer being clearly marked in the text (for example, Fig. 1, Fig. 2, etc.). A caption should also be provided to go with each figure, including the name of its creator so that they can be properly credited. Captions for figures and tables can be placed in the text to mark the ideal position for their insertion but they should also be provided as a separate list accompanying the main text. It is worth remembering that this journal has an international readership that may not be familiar with local place names or geographical features. For local or regional studies it may, therefore, be important to include a location map towards the start of the article. Any maps or plans should include a bar scale and north point, with north normally being orientated to the top of the plan.

Measurements and Numbers

All measurements should be given in metric unless an original source using some other unit of measurement is being cited, when the metric equivalent should be given in brackets as well. Where a paper refers to a country or area where some other unit of measurement is generally used, then the measurement should be given first in metric, with the local unit of measurement in brackets if desired. Numbers should be given with a comma separating each third principal digit and a decimal point separating fractions, e.g., 1,959.08.

Checklist

Submissions should include the following elements: -

1. The main text in an IBM compatible format, with any acknowledgements at the end.
2. A comprehensive summary (but only if the paper is submitted in a language other than English).
3. A list of references, including both published and unpublished sources.
4. Tables or illustrations as separate items (not embedded in the text), as either digital files (at 800dpi or better resolution) or good quality hard copy.
5. A list of captions for each table or illustration, including a note of any scale size and the name of the artist or photographer.

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