

# Guidelines for contributors

*Ann Rees, Editor*

## **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 they should be of a suitable standard for inclusion in an academic journal.

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. Any material submitted for publication may be peer reviewed before being accepted. 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.

## **Abstract**

Each paper should be preceded by an abstract, 100 to 150 words in length, which summarises its main points.

## **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 include a comprehensive summary (at least one tenth the length of the main text), which will be translated into English and published with the full article.

## **Format**

Texts should be sent in an IBM compatible digital format (e.g. Word) and can be submitted as an email attachment or electronic format (e.g. pen drive). Images and tables should be sent as separate files. These should not be embedded in the text. For more details, see illustrations below.

## **Preparing the text**

### ***Font***

10pt Times New Roman for main text and captions. Text to be justified. Tables and numbers within figures in Arial 8pt.

### ***Headings within text***

Please use the following hierarchy.

1. Main section - 10pt in bold with 6pt space below.
2. 1<sup>st</sup> sub-heading - 10pt Italic in bold no space below.
3. 2<sup>nd</sup> sub-heading - 10pt Italic in bold run on (as part of the paragraph).
4. 3<sup>rd</sup> sub-heading - 10pt Italic run on (as part of the paragraph).

### ***Spacing***

Single space after each full stop. One line between each paragraph.

### ***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. Numbers should be given with a comma separating each third principal digit and a decimal point separating fractions, e.g. 1,959.08.

### ***Quotations***

Use single quotation marks throughout, with double "quotation marks" for a quote within a quote. Quotes longer than c20 words should be indented, without quotation marks, as follows:

This is an example of a long quote. Note that there are no quotation marks and that the text is indented. The source is given in Harvard style at the end (Higgins 1897, 33).

### ***Dates***

Centuries in full: 'seventeenth century' NOT 17<sup>th</sup> century.

1700s, 1880s NOT 1600's, 1880's

Circa lower case italic c no dot, not space.

c1900

## References

Any evidence presented in a paper should be properly referenced so that the source can be identified. References should be given using the Harvard style. Footnotes or endnotes and *ibid* should not be used.

Non-Roman scripts e.g. Arabic, Japanese, should be transliterated.

### *In the text*

Give the author, date and page number in brackets, e.g., (Davey 2005, 25)

### *In the list of references*

Details of published sources should be listed at the end of the paper with a reference provided at the relevant point in the text. 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. Use minimum capitalisation for both book and article titles; that is use capitals only for proper names.

### **Books**

Piers, H. 1835, *Biographie de la ville de St Omer*, St Omer: Lemaire.

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.

### **Articles**

Stam, R. 2009, 'National clay pipe summaries: Netherlands', *Journal of the Académie Internationale de la Pipe*, **2**, 93-108.

### **Embedded articles**

Higgins, D. A. 2003, 'Tobacco pipes from excavations at Dung Quay, Plymouth' in P. Stead 'Excavations of the medieval and later waterfront at Dung Quay, Plymouth', *Proceedings of the Devon Archaeological Society*, **61**, 63-95 (21-133).

### **Websites**

Farrent, M. 2003, 'Loewe & Co.' *Pipedia.org*, online at [https://pipedia.org/wiki/Loewe\\_%26\\_Co](https://pipedia.org/wiki/Loewe_%26_Co). [accessed 21.10.17].

### **Manuscript sources**

Manuscript or similar sources should be cited in a separate section. Please give the title or description, the collection housing them and any accession or reference number.

## Acknowledgements

Acknowledgements should be placed in a separate paragraph at the end of the paper e.g. 'Our thanks go to the previous editors for earlier iterations of these guidelines'.

## Illustrations (including maps, tables and diagrams)

- Every figure must be referred to in the text and each is to be given a separate number Figure 1, Figure 2, etc. If the figure is given in brackets it should be abbreviated (Fig. 1, Fig.2 etc).
- Wherever possible a metric scale bar should be included in the illustration and the units of division noted in the caption (Scale = 50mm, 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).
- Illustrations of the smaller types of pipe bowl (around 70mm or less in height) should be prepared with a view to being published at life size with details of any makers' marks at twice life size.
- 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 should also be provided as a separate list accompanying the main text.
- Tables and illustrations should be submitted as separate digital files or as individual pages at the end of a document, and numbered sequentially using Arabic numerals for figures.
- They can also be submitted as good quality original artwork or photographs suitable for scanning. As a guideline, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350-400 dpi for half tones, 600 dpi for slides or transparencies, 800 dpi for simple line and 1200 dpi for fine line illustrations. Please note that the final reproduction quality is dependent on the quality of the original illustration.
- Digital images should be provided in CMYK format as TIFF or EPS files at high resolution suitable for printing.

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## **Checklist**

Submissions should include the following elements:

- 1 The main text in an IBM compatible digital format (e.g. Word), with any acknowledgements at the end.
- 2 An abstract.
- 3 A comprehensive summary of at least one tenth the length of the main text if the paper is submitted in a language other than English.
- 4 A list of references, including both published and unpublished sources.
- 5 Tables and/or illustrations as separate items (not embedded in the text), as digital files (as specified).
- 6 A list of captions for each table or illustration, including a note of any scale size and the name of the artist or photographer.
- 7 Confirmation that all necessary copyright permission has been obtained.

Should you have any further queries please contact [editor@pipeacademy.org](mailto:editor@pipeacademy.org).