

ARCHAEOLOGY IN WALES: NOTES FOR CONTRIBUTORS

Please try to submit your material exactly in line with the notes below. By following the guidelines set out here you will save the hard-pressed (voluntary) editor many hours of hard work!

Types of material

Archaeology in Wales is intended to provide an overview of current and recent archaeological work in Wales, and carries a number of categories of material as follows;

- synthetic articles, providing an overview of a topic or period
- short interim statements on specific sites
- shorter final excavation reports
- longer excavation reports, although the editors need to be selective about these in order to preserve the balance of the volume
- the gazetteer, which is central to the objectives of the publication
- book reviews and a survey of recent literature

Copy date and general notes

- All material for AW51, 2011 to be submitted as soon as possible **BEFORE MAY 2012** to **Dr Jemma Bezant, School of Archaeology, History and Anthropology, University of Wales Trinity Saint David, College Street, Lampeter, Ceredigion SA48 7ED.**
- Contributors of papers, definitive reports or long interims requiring treatment as separate articles should contact the editor in good time since the material will normally be externally refereed.
- Contributors to the review section should contact the reviews editor, **Dr C.S. Briggs, Llwyn Deiniol, Llandeiniol, Llanrhytyd, Aberystwyth, Ceredigion, SY23 5DT.**
- Entries for the gazetteer should be kept reasonably brief, especially if a fuller report is available elsewhere but an illustration often helps to clarify the scene.
- Please check with the regional Heritage Environment Record that your site(s) is not already known before submitting 'new' discoveries. Material which embellishes the existing record or provides discussion is of course always welcome, but raw lists of sites without a clear context would be better submitted to the relevant HER.
- Contributors should note that negative results will not normally be published unless their context and significance is made clear.

Style

All entries whether on disk or typescript, should follow the style and punctuation used in this volume, which is based on the 3rd edition of CBA's Notes for Authors (2000) which can be downloaded from <http://www.britarch.ac.uk/books/notes>. Contributors should check for consistency of presentation.

- References should follow the Harvard system, with a list at the end of the entry following the style and punctuation used in this volume (no footnotes please). Please give full, not abbreviated, journal names. Note absence of full stops after initials.
- The site name should be presented with a view to making the entry easily found by readers. For sites in towns or villages the town or village name should be placed first in capital letters followed by the street name in upper and lower case. Rural site names should be in capitals followed by the parish or other locational description in upper and lower case.
- The site name should be followed on the first line by the NGR in brackets with spaces (eg SN 1234 5678). PRNs if appropriate should appear in the body text.
- Multi-period sites should have separate entries for each period.
- The first paragraph of each section should start without indentation, and subsequent paragraphs should be indented with a tab character.
- Entries should be kept as brief as possible and be consistent with clarity. Intricate tables should be avoided.
- Abbreviations such as OS, OD, BC, ED, NMW, CPAT pers comm, should be given without full stops.
- Measurements should be in SI units, as 8m, 11.3m, 0.10m, 50mm, 1.5ha etc (not cm).
- Latin terms should be given in italics without full stops; *eg. c, cf, in situ, et al* and so on.
- C14 dates should be quoted in full, giving the lab code and number, in years bp with one standard deviation, and giving the material used with its archaeological context. Where calibrated dates are also given, the calibration curve or table must be quoted and the date quoted as cal BC or cal AD.
- Authors names should be followed by an address or organisation, all in upper and lower case type, on the last line.
- Where the site has been included in an unpublished assessment or report, the author's name should be followed by the report reference number and information on the place of deposition.

- Please avoid using numerical fraction characters.
- **Text should be unjustified and any automatic Word formatting must be removed. This means no superscripts for eg. Please remove all page or section breaks.**

Submission

- Entries can be presented in digital format via email attachment to j.bezant@tsd.ac.uk **but must also be accompanied by paper copy or CD to Dr Jemma Bezant, School of Archaeology, History and Anthropology, University of Wales Trinity Saint David, College Street, Lampeter, Ceredigion SA48 7ED.**
- Contributions for separate sections (different periods or different unitary authorities) must be submitted as separate files.
- Archaeology in Wales is compiled on PC using InDesign, Illustrator, Photoshop and Word.
- Entries may be submitted by email but must also be accompanied by CD or paper copy.
- Entries in RTF format are preferred but DOC files generated by Word are also accepted. **Please remove all formatting.**
- Please label all your files logically, preferably with both the author and the site name.

Illustrations

- Archaeology in Wales is produced **in black and white only**. Please do not send colour images. Monochrome line drawings and clear, greyscale photographs are preferred.
- Graphics will be re-sized to a maximum of **250mm** by **168mm** or **80mm** wide. Your line thickness, text and shading should take account of the reduction in size - **will it still be legible?**
- Tones or dotscreens seem to scan better than hatched conventions.
- Drawings should be provided with a north arrow and a metric scale (a simple toothed line, not black and white divisions) of appropriate lengths.
- In photographs that use scales, please indicate the length of the scale used.
- Digital images are preferred as TIFF, JPEG or BMP. We need at least 300 dpi, preferably 600dpi. Do not reduce your file size for ease - the bigger the image, the better the reproduction - **SIZE MATTERS**.
- **Please supply each image as a separate file on CD, labelled logically as namefig1, namefig2, namefig3 etc.**
- Indicate in your text the preferred position of each figure - please do not embed graphics within your text - send them separately via CD.
- ALL images must be supplied with a caption - please list these at the end of your text.