

# INSTRUCTIONS FOR CONTRIBUTORS

Papers on all aspects of historical archaeology, particularly historical archaeology in Australia, are welcomed. It will greatly reduce the work of the editor and there is a better chance of papers appearing in a form satisfactory to contributors, if the following instructions are carefully observed.

## 1. Copy

- a) All copy submitted must be typed, on one side only of A4 paper, leaving wide margins, especially on the left-hand side (at least 3.5cm). Pages should be clearly numbered at the top.
- b) Double-spacing must be used throughout: this includes quotations.
- c) Two copies of the text must be submitted and a copy kept by the author.
- d) Indication should be given in the text as to where it is desired that each table and figure should appear. This is best done by typing two horizontal lines in the left-hand margin adjacent to the appropriate place in the text and typing between them such an instruction as e.g. 'Fig. 3 about here'. In-text references to the illustrations should also be given e.g. '... see Fig. 5 for this ...' or '... it can be seen (Fig. 5) that ...'
- e) Tables must be typed on separate sheets and headed 'Table 1', 'Table 2' etc.
- f) No footnotes will be accepted. Additional information, if essential, should be put in the end notes: see below.
- g) Papers may be of any length from approximately 2000 to 8000 words. Contributors wishing to submit papers of shorter or longer length than this should consult the editor first.
- h) Papers will only be accepted written in English. Words in languages other than English should be underlined (to indicate printing in italics).
- i) As stated above, italics wherever required should be indicated by a single underline. Although many typewriters now permit the interchange of Roman and italic type, do not use the latter, merely underline the usual Roman type to indicate that the words so marked should be set in italics.
- j) Envelopes containing copy should be addressed to The Editor, *The Australian Journal of Historical Archaeology*, Department of Prehistory and Archaeology, University of New England, Armidale, N.S.W. 2351.
- k) Papers submitted to the editor will normally be sent to an independent referee for review. The contributor will not be told who this referee is and the contributor's name will be removed from the paper before it is sent to the referee. In this way an attempt will be made to make the refereeing process anonymous. The referee selected will be asked to comment on the scholarly quality of the content of the paper and on its publishability. If the referee thinks that the paper should not be

published or not published without revision, then he or she will be asked to state their reasons for so thinking and, where appropriate, to recommend such revisions of the paper that would make it publishable. The editor will then communicate this information to the contributor.

- l) Copy is accepted for publication on the understanding that it has not been published elsewhere, and that it will not be, without the editor's agreement.

## 2. Layout

- a) The title should be typed in capitals throughout and centrally below this should be typed the author's name. The institution to which the author is attached or, if not so attached, the author's private address should also be supplied to the editor but typed on a sheet separate from the text of the paper.
- b) Headings, if used, should be: first capital letters aligned to the margin, second initial capital followed by lower case aligned to the margin, third as second but underlined. If the author wishes to number and letter a hierarchy of headings then a commonly used system that is acceptable would be capital letters, arabic numerals, lower case letters, lower case Roman numerals.

## 3. Illustrations

- a) In general, illustrations should be packed carefully and reinforced with cardboard to prevent bending or folding in the post. Use no pins or paper clips. Put sheets of paper between individual illustrations. Mark package on outside requesting that it be not bent or folded.
- b) The page size is A4 but the *maximum* illustratable area is 152mm x 273mm. Where it is desired that illustrations fill the whole of the page, then submit them at the size at which they are to be printed. If they are to be printed on a smaller area than this then submit them at twice the size at which they will eventually appear. It should be noted that fold-out illustrations will not be accepted.
- c) A reasonable number of line-drawings may be submitted with a paper. It is considered reasonable to have anything up to eight line-drawings with an 8000 word paper and a lesser number for a shorter paper. Do not send in originals of line-drawings: high quality photographic copies reduced from the originals are preferable. The 'Copyrapid' process or similar process is recommended. Xerox copies are not acceptable. All lettering on drawings should be in Helvetica light.
- d) Photographs should be kept to a minimum and are only acceptable if they are essential to the substance of the paper's argument and if they do not duplicate visual information provided in the

line-drawings. Only black and white photographs can be considered and they should be submitted in the form of large prints of about 150 x 200mm. The prints should be on a moderately heavy paper and should be glossy and of strong contrast. Negatives should not be sent.

- e) On the back of all illustrations should be written lightly in pencil, in the top right-hand corner, the name of the contributor and the number of the illustration. Number all illustrations continuously as 'Fig. 1', 'Fig. 2' etc. Do not indicate 'plates' separately from the figure sequence. Also mark the top of the illustration on the back, thus: 'Top'.

#### 4. Style

In Australia we are fortunate to possess the Government Style Manual: Pitson, J. (revised) 1978 *Style Manual for authors, editors and printers*, 3rd edition, Australian Government Publishing Service, Canberra. Another edition is due shortly. Use this publication; all contributors to this journal should own their own copy. They should also own their own copy of the most recent edition of the *Concise Oxford Dictionary* and use it as a general guide to matters of spelling and meaning.

On some particular matters of style that commonly cause problems:

- a) Use single quotation marks, use double ones only for quotes within quotes.
- b) If a quotation is five typed lines or longer, leave a space above and below it and indent it slightly on both sides.
- c) All measurements should be given in metric units. When discussing historical specifications, imperial may be used but the metric equivalent should still be shown in brackets after each imperial measurement. Abbreviations should not be used for imperial measurements as these are no longer familiar and pre-metric sums of money referred to should similarly have the words 'pounds' or 'shillings' or 'pence' spelt out.
- d) Use capital letters and hyphens only when clearly necessary.
- e) Dates: 20 January 1980 is the style preferred.
- f) Numbers: consult the *Style Manual* with care.
- g) Use 15 per cent in the text but 15% in tables or diagrams.
- h) In general do not underline for emphasis, unless there is an absolute necessity to do so.

#### 5. References

- a) The editor personally prefers the Harvard system but in this journal the complexities of referring to archival material make a superscript number and end-note system more practical. Therefore use that method. Where the end-notes come to more than about twenty in number then also supply a separate bibliography, unless the end-notes are mainly of archival documentary material.
- b) Bibliographies should be presented in three sections each alphabetically arranged by authors name: as follows 'Published sources and theses', 'Unpublished sources', 'Newspapers'. References in the bibliography should be in the style: authors surname, comma, initials, full stop, date of publication, full stop, name of monograph or journal article (underlined if a monograph or without quotation marks if an article), comma, publication details if a monograph or name and volume and page numbers if a journal, full stop. Capital letters should only be used in titles when strictly necessary.

In cases of doubt, or of less orthodox references, consult the examples already published in this journal. Do not use abbreviations for journal titles in references.

#### 6. Copyright

Copyright is reserved to the Australian Society for Historical Archaeology but this is intended to protect authors and not to prevent them from using their own material again. Opinions expressed in the journal are the responsibility of the author alone and it is not to be assumed that they represent the views of either the editor or of the Australian Society for Historical Archaeology.

#### 7. Editing

In the process of editing, the editor will probably find it necessary to return the second copy of the paper (see above) with comments, suggestions and questions on it. Authors are asked to respond to these as quickly as possible, if they want their material to be published.

#### 8. Proofs and offprints

Neither will be available, they cost too much. At the time of going to press each contributor will receive a copy of the edited typescript in the state in which it will appear in print. The editor undertakes to proof read to that copy and to do so with care. Instead of offprints, each contributor will receive, at the time of publication, four free copies of the volume of the journal in which his or her paper appears.