

Guidance for authors

Papers are welcome on archaeological, historical and technical subjects over the field of interest of the Historical Metallurgy Society. They should normally be under 8000 words in length. Drafts for comment are welcome. Papers should not have been published elsewhere, in whole or substantial part.

Final texts, tables, references and figure captions should be written in 12pt Times New Roman and submitted in the form of Word (*.doc format) or RTF files. **Do not** use any automatic formatting or styles. Main headings should be **bold** and sub-headings *italic*. Footnotes or endnotes are not permitted. Submissions may be sent as email attachments or on a CD by post to one of the editors (contact details below). Large tables may be submitted as spreadsheets (*.xls format). Discs should be accompanied by hard copy, double-spaced on A4 paper. Note that figures and tables must **not** be embedded in text files; please submit them as individual files (see below for image formats). Captions should be listed at the end of the text.

An *Abstract* not exceeding 150 words must be supplied. Authors are also requested to supply a brief biographical note and current postal and email addresses.

Text

Measurements should be metric SI units unless there is some historical significance in imperial or archaic units; if these are used, metric equivalents should be added in brackets unless this proves unduly repetitive.

References. The Harvard system should be used: a text reference (Smith 1980, 139) is supported by an entry in a bibliography printed at the end of the article. The form to be used is:

articles: Smith A 1980, 'Title of article', *Journal Title* 15, 120–47.

books: Smith B 1980, *Book Title* (New York).

multi-authored works: Smith C 1980, 'Title of contribution', in D Smith (ed), *Collection Title* (Place of publication), 127–44.

Note that the name of the publisher is not included. In the case of a monograph series this is identified after the place of publication: (Chichester: Sussex Record Series 47) or (Oxford: BAR BS 120).

References to archive sources also use the Harvard system, but in-text references are abbreviated in a form indicated in the list of sources at the end of the article. This list of sources is placed before the bibliography.

Thesis titles or archive sources should not be italicized if they are unpublished.

Text. The spellings in the *Concise Oxford Dictionary of Current English* should be used wherever possible. Hyphens should be used where two words are used adjectivally, eg: scythe-forging hammer. Compass points should be abbreviated, as NW or SSE, unless used to begin a sentence, when they should be written out in full, with hyphens as appropriate: The North West or North-western islands. Capitals should be used to indicate proper names, including geological names: Coal Measures, and titles: Dr or Sir. Elsewhere capitals should be used as sparingly as possible, eg: North America but the northern part of Yorkshire; river Avon.

Italics should be used for technical terms and specialized names in languages other than English.

Quotations should be enclosed in single quotation marks; quotations within quotations should be placed in double quotation marks. Omissions from quotations should be marked by an ellipsis (three stops) ... Additions to a quotation should be enclosed in square brackets.

Numbers and dates. All specific numbers should be indicated by figures, eg: 40mm and 10°C. Other numbers up to ten should be denoted by words, eg: four kilns, but 22 crucibles, except where a close juxtaposition of the two methods would create a jarring effect. Words rather than figures should be used at the start of a sentence. Percentages should be written as 77%. Financial amounts should be written as £1,125 8s 10d or, if post-decimalization, as £1,125.44. Dates should normally appear in the form 22 March 1641, 22 March, and March 1641. Periods of time should be expressed: in the 17th century, during the early 18th century, and on a mid-17th-century map.

References to text figures should be placed in brackets (Fig 4); Figure should be written out in full where it occurs within the text: Figure 4 shows that ...

Illustrations

Drawings and photographs should be numbered in a continuous series as *Figures*. It is important that the size and proportions of the journal page are borne in mind when preparing illustrations. The print area is 246mm deep; a single column is 85mm wide and the total print width is 180mm. **All illustrations will be reproduced at single-column width unless there is a good reason for a larger size.** Images will normally be reproduced in black and white; please discuss with the editors if you require colour images.

It is important that lettering should be of high quality, preferably in Arial or similar font, and should be legible at the final printed size. All maps and drawings should include scales. North points must appear on maps. All graphs should have a white background, and 2-D formats must be used except where a 3-D format conveys additional information. Ensure multiple shadings used on graphs etc are clearly different. Any sub-standard images will be returned to authors for correction.

Half-tones should be of high quality and contrast. A scale should be included in photos, or the caption should include the size of the object or image width, rather than its magnification. If necessary, HMS can arrange for line-art, photographic prints or slides to be scanned in; the submitted size should be no larger than twice the final printed size.

Images should preferably be submitted as digital files, ideally in Photoshop, TIFF or JPEG format, on PC-formatted CD-ROM or as e-mail attachments; please split multiple images over several e-mails so none are larger than 8MB. Half-tones should have a minimum resolution of 300dpi and line-art 600dpi at the intended print size. If a lower resolution is unavoidable a proportionally-larger image size may be provided to compensate. JPEG file sizes in excess of 2-3MB are unnecessary and should be avoided.

Editorial procedure

Receipt of contributions will be acknowledged as soon as possible.

It is standard practice for contributions to be sent to referees, whose identity will not be divulged unless they have suggested otherwise. Drafts of articles will be returned to authors if referees' or editors' comments show that revision would be advantageous. The editors reserve the right to reject material without entering into further correspondence.

When articles are accepted, authors will be asked to sign and return a copyright form. The editors will do their best to indicate when publication should take place, although circumstances outside their control can lead to delay. Authors will be sent an edited version of

their paper to check but proofs will normally be checked by the editors. No additional material can be included at proof stage.

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