

HISTORICAL METALLURGY

Guidance for authors

Papers are welcome on archaeological, historical and technical subjects over the field of interest of the Historical Metallurgy Society. They should not normally be more than 8000 words in length. Drafts for comment are welcome.

We prefer final texts, tables, references and figure captions to be submitted in the form of digital files in Word 2000 (or earlier) on PC format CD-ROM or floppy discs, though large tables may be submitted in spreadsheet form. Discs should be accompanied by hard copy, double-spaced on A4 paper. Note that figures and tables must **not** be embedded in word-processed text; please submit them as individual files.

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

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* (London), 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, 1980) or (Oxford: BAR BS 120, 1974).

References to archive sources: these also use the Harvard system, but in-text references are abbreviated in a form to be 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Thesis titles or archive sources should not be italicised if they are unpublished.

Typescript of 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 specialised 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-decimalisation, 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

It is important that the size and proportions of the journal page are borne in mind when preparing illustrations. The print area is 245mm 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 may be submitted as hard copy or as digital files. Any sub-standard work will be returned to authors for reconsideration. Line drawings and graphs should be in ink, supplied on a stable transparent medium such as Permatrace or on good quality white paper or card, at a size no larger than twice the final printed size. It is important that lettering should be of high quality, preferably in Arial font, and should be legible at the proposed reduction. All maps and drawings should include scales. North-points must appear on maps.

Half-tones should be of high quality and contrast, printed on glossy rather than matt paper. It is preferable for a scale to be included in a photo, rather than a magnification being given in the caption.

Both line drawings and half tones may be submitted as digital files, preferably in Photoshop, TIFF or JPEG format, on CD-ROM, floppy discs, ZIP discs. Half-tones should have a minimum resolution of 300 dpi and line-art 600 dpi at the intended print size. If a lower resolution is unavoidable a larger image size may be provided to compensate. File sizes in excess of two or three megabytes should be avoided.

Captions should be listed with the text. Figure-numbers should be lightly pencilled (Grade 3B pencil or softer) on the backs of photographs. Drawings and photographs should be numbered in a continuous series as *Figures*; there should be no separate listing of photographs.

It is essential that the optimum position for illustrations should be pencilled in the left-hand margin of the hard-copy text.

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 or 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, the editors will do their best to indicate when publication should take place, although circumstances outside their control can lead to delay.

Proofs will normally be checked by the editors, although complex material may be sent to contributors with a date for return. No additional material can be included at proof stage. Obtaining copyright of material used in articles is the responsibility of the author. Extensive quotations must be acknowledged, as must the source of illustrations. Copyright of texts published in *Historical Metallurgy* resides with the Historical Metallurgy Society. Offprints. Twenty copies are supplied without charge; additional copies must be ordered prior to printing and will be charged for.