

THE SOCIETY FOR MEDIEVAL ARCHAEOLOGY
A4 MONOGRAPHS (for fieldwork projects)
'B5' MONOGRAPHS (for conference or thematic texts)

Notes for authors

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AG 6.2022

1 Initial contact

- 1.1 Before submitting a monograph it is essential to contact the Monographs Editor for a preliminary discussion:

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- 1.2 The manuscript should then be sent to the Editor (as a pdf/Word file), as two different files:
—the text, as a pdf/Word file, with the text in a single column, single-line spaced, with margins of at least 2.5cm on all sides, with a clear typeface in 12-point size,
— all the figures with their captions, as a pdf (not embedded in the text) and each on a different page so they can be found and consulted simultaneously to the reading of the text.

The conventions specified in these Notes should be observed and the text and figures should be as complete as possible. Please note the word count at the end of each chapter.

- 1.3 All monographs are rigorously and anonymously refereed, whether or not they come with sponsorship for funding. They will be read by the Editor and then sent out to at least one referee for comment on content and suitability.
- 1.4 Normally the Editor will then make contact to confirm if the monograph has been accepted for publication.
- 1.5 Authors are expected to make every effort to seek financial backing for their publication, not only from public agencies but also from private enterprise.

- 1.6 Monographs will be published either in A4 size and double columns or 'B5' (pinched crown size, 174 x 246mm) and single column. SMA monographs are single volumes and may be multi-authored.

2 Editorial work

- 2.1 Once the text has been refereed and updated accordingly, the final manuscript should be submitted to the Editor (see 2.4), making sure that it is in the SMA house style. The author will need to make copyright arrangements and acquire photographs and final figures. Please see below for the use of colour images (see 7 below).
- 2.2 A copy-editor will check the text for basic inconsistencies and typos only.
- 2.3 Proofs will be sent to the author for a final check, but any major changes to the text at this stage will have to be paid for by the author.
- 2.4 Material to be sent to the Editor:
- the complete text, including all chapters, a list of captions, bibliography, appendices, etc. Please submit one file per chapter. The text should be submitted as Word documents (.doc) and should not be formatted in any way other than the headings (see 4.3),
 - all the figures, as high resolution jpg or tiff files, or Word tables (please see 7 below), as they are to appear in the finished volume, numbered accordingly. If they are to be printed in a specific size, please note this in the caption,
 - all the permissions to reproduce third-party materials. The monograph will not be published if these are not available,
 - author ORCID and affiliation,
 - a short paragraph (c100 words) about the monograph that can be displayed in the printers website to publicise the book,
 - and a short summary paragraph (c100 words) of each chapter.

3 Prelims

Prelims include the following (those with * are optional):

- 3.1 Title Page: final wording of the title and author's name, in the form in which to appear on the book cover.
- 3.2 List of contents. The list must agree with the chapter headings in the book, including the capitalisation of chapter headings etc.
- 3.3 List of figures: a single list including all illustrations, maps and tables. The list is an abbreviated version of the captions (not the full listing)
- 3.4 *Preface.
- 3.5 *Foreword. Usually written by someone other than the author.
- 3.6 Summary. A short paragraph will be translated into at least two other languages.
- 3.7 Acknowledgements.

4 Main text

- 4.1 Each chapter should be in a separate Word file, all numbered consecutively.
- 4.2 Paragraphs should not be separated by a blank line and they are indented on the first line.
- 4.3 **Headings.** Headings should not be centred and their hierarchy should be simple. They should be formatted as follows (for a hypothetical Chapter 6):

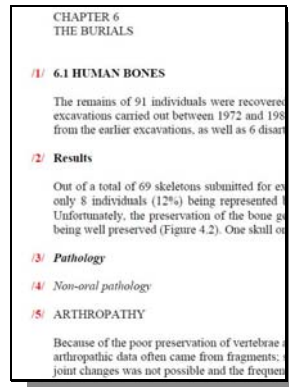
6.1 HUMAN BONES

Results

Pathology

Non-oral pathology

ARTHROPATHY



Please leave a blank line before and after a heading.

If necessary the heading levels should be typed in the text by consecutive numbers:

/1/ **6.1 SKELETAL REMAINS**

/2/ **Results**

/3/ ***Pathology***

/4/ *Non-oral pathology*

/5/ ARTHROPATHY

4.4 Quotations.

Lengthy quotations should be separated out by being indented from the left margin and printed in italics. The source should be given in brackets on the line below. Do not use quotation marks.

If the quotation is short (less than 60 words) it should be within the text, between single quotation marks. Please note that all quotations must be acknowledged fully and should be less than 400 words.

4.5 **Italics** should be used for:

- titles of books and journals,
- names of ships,
- genera, species and varieties,
- foreign words,
- et al*, *c* (for *circa*); *sic* is usually printed in regular text

There should be no underlining.

4.6 Abbreviations and contractions do not require full stop, except occasionally to avoid ambiguity.

4.7 Numbers.

Normally spell numbers under ten, but use numerals for measurement, ages, percentages (86%). Figures should be used where numbers are in a sequence: 'of the 33 jugs, 2 were decorated'.

For dates use '28 May 1992', or 'on the 28th', '1960s'.

Use: 12–15, 315–316, but 1215–16.

Note the use of Arabic numerals for centuries (8th century).

It is usual practice to write BC after the date (55 BC) and AD before it (AD 1066), except in the case of 'the 8th century AD'.

4.8 When citing counties, use boundaries resulting from the post 1974 local government reorganisation for England; the current New Local Authority Areas in Scotland and Wales, and the historic counties for Ireland.

4.9 Hyphenation.

Hyphenate compound adjectives ('13th-century tiles'). Compound nouns should be hyphenated to avoid ambiguity (brick-kiln), but note that some compounds can be written as a single word, for example: posthole, spearhead.

4.10 Measurements.

Metric measurements should be used. The abbreviations m (metres), cm (centimetres), mm (millimetres), ha (hectares), kg (kilogrammes), g (grammes), etc should be used. There is no space

between the number and the unit of measurement, and no full stop for the abbreviations: 4m, 30mm, 15cm, etc. The plural of abbreviated units has no 's'.

- 4.11 Compass directions may be abbreviated as N, S, E, W, etc, if they occur very frequently.
- 4.12 *Circa* may be abbreviated in italics: c1530.
- 4.13 Figure numbers should use upper case when in brackets (Figure 1.4) and when cited in the text (in Figure 1.3 the road...). In the captions they should be referred to as: 'Figure 1.1 Location map.'
- 4.14 Spelling. Please note the preferred spelling of: artefact, medieval.
Words 'data', 'media', and 'criteria' are plural.
- 4.15 Cross-references to 'see page xxx' should be avoided and use instead the section number ('see Section 2.2').

5 References and bibliography

- 5.1 Please use the Harvard system:

- References in the text.

- authors should avoid the use of 'op cit' and 'ibid'.

- the references in the text should look like this (please note page numbers written in full):

- (Bloggs 1998, 34–38)

- (Smith and Brown 1977, 372–379)

- (Bloggs 1998, 33; Smith 1999)

- in the case of three or more authors: (Smith *et al* 1998, 37), but all the names should be listed in full in the Bibliography

- works by the same author in the same year should be distinguished by using 1998a, 1998b, etc

- work by different authors with the same surname should have the initial added: (D Smith 1918; T Smith 1918).

- Bibliography.

The references should look like this:

- Bloggs, M, 1998 *Archaeology*, Tempus, London

- Bloggs, M, 1989 'How not to edit books', in F Job (ed), *Editing*, Routledge, London, 23–78

- Allen, M J and Lewison, A, 1987 'Reconstructing an agrarian system in the Alpes-Maritimes, France', *Antiquity* 61, 364–369

- 5.3 Titles of journals should not be abbreviated.
- 5.4 For 'B5' monographs, bibliography will appear at the end of each chapter, rather than consolidated at the end of the book.

6 Appendices, notes, glossary, etc

- 6.1 Appendices can be used for detailed information.
- 6.2 Notes. These should be numbered in the text and in sequence for each chapter, beginning at 1. They should be inserted in Word as footnotes.
- 6.3 Glossary may be included if needed.

7 Figures and illustrations (see 10 below)

- 7.1 The format of the monographs is

- A4 page size: maximum image area of 16.7 x 24.8cm, inclusive of caption (single column: 8cm width).

- 'B5' page size: maximum image area of 15.1 x 20.0cm, inclusive of caption.

Make the best use of space, either with full-page figures, half-page, or column-width figures.

Figures provided will be fully completed (i.e. already mounted in the case of small finds, etc). If an illustration needs to be reproduced at a specific size, please indicate this in the caption.

- 7.2 Every figure will be accompanied by a caption; figures do not need to have titles on the artwork. The list of captions should be provided in a separate text file.
- 7.3 All the figures are to be provided as jpg or tiff files, they should be supplied as individual files at a **minimum of 1,500 pixels wide** and at their original resolution (the higher the resolution the better). The files should be clearly labelled with each figure number.
- 7.4 Do not use colour or fold-outs unless this has been agreed first with the Editor.
- 7.5 If the use of colour has been agreed, and unless the book is colour throughout, then **colour** illustrations are printed in a block called 'Plates' and they need to be listed and numbered Plate 1, Plate 2, rather than Figure 1.1, etc.
- 7.5 All figures need to be referred to consecutively in the text, numbered by chapter (Figure 1.1, 1.2, etc).
- 7.6 Figures might comprise line drawings, photographs or tables. All of them should be provided separately from the text and not embedded into it.
- 7.7 North signs and metric scales must be provided on maps and plans.
- 7.8 **Tables**: these should be supplied as tables in Word. Do not supply Excel spreadsheet or similar. Tables are labelled 'Figures'.
- 7.9 It is the author's responsibility to seek copyright clearance. Permission must be sought for all illustrations if necessary and should be indicated in the caption. Proof of permission to use third-party material will need to be provided before the book can be printed.
- 7.10 The author will provide a suitable image for the cover.

8 Index

- 8.1 Arrangements for preparing an index can vary, but in most cases the author will be responsible for preparing the index if there is no grant available to compile it. The index can only be created once a final set of proofs is ready.

9 Author's copies

- 9.1 The number of free and discounted copies offered to authors is stipulated by agreement with the current printers (Routledge). The SMA does not offer royalties on its monographs.

10 Timetable

Please note that supplying the manuscript following the house style will speed the process of copy-editing and reduce the time needed for producing first proofs.

11 Author's agreement

Before work starts on the publication, the authors will need to sign an agreement to allow the Society to act on their behalf with their printers.

CHECKLIST of files to be submitted for publication:

- text (all chapters, list of captions, bibliography, appendices, etc); one file per chapter; as Word documents (.doc),
- all the figures (photos, line drawings, tables), one file per figure,
- all the permissions to reproduce third-party materials
- author ORCID and affiliation,
- a short paragraph (c.100 words) about the monograph
- and a short summary paragraph (c.100 words) of each chapter.