

THE SOCIETY FOR MEDIEVAL ARCHAEOLOGY

A4 MONOGRAPHS (for fieldwork projects)

A5 MONOGRAPHS (for conference or thematic texts)

Notes for authors

2025

- 1 Initial contact**
- 2 Editorial work**
- 3 Prelims**
- 4 Main text**
- 5 References and bibliography**
- 6 Appendices, notes, glossary, etc**
- 7 Figures and illustrations**
- 8 Alternative text**
- 9 Cover**
- 10 Index**
- 11 Author's copies**
- 12 Timetable**
- 13 Author's agreement**
- 14 Checklist of files to be submitted**

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 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 complete and finalised. Please note the word count for 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 **A5** (pinched crown size, 174 x 246mm) and single column. SMA monographs are single volumes and may be multi-authored.
- 1.7 The usual **maximum length** of any monograph is 320 printed pages in total. Any longer texts incur extra printing costs and will need to be discussed with the editor before submitting the manuscript. Authors are encouraged to upload extra data, archive material etc with the Archaeological Data Service or other repositories, rather than as appendices to be printed.

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. Texts that do not follow the house style will be returned to the author.
The author will need to make copyright arrangements and acquire photographs and final figures. Our monographs are usually printed colour throughout.
- 2.2 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 summary (c200 words) about the monograph; and a 3-line text about the author, both to be placed on the back cover,
 - and a short summary paragraph (c100 words) of each chapter for searches online.
- 2.3 A copy-editor will check the text for basic inconsistencies and typos only.
- 2.4 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.

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.
- 3.7 Acknowledgements.

- The list of dates from the site included in the text should appear in an appendix, summarised in table form and with the relevant details about their context.
- 4.9 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.
- 4.10 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.
- 4.11 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'.
Please use common sense when giving measurements. A trench might be 3m long, a pottery vessel may be 20cm tall and a glass bead might be 3mm long. There is no need to use the same unit across the text or convert everything to metres.
- 4.12 Compass directions may be abbreviated as N, S, E, W, etc, if they occur very frequently.
- 4.13 *Circa* may be abbreviated in italics: c1530.
- 4.14 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.'
- 4.15 Spelling. Please note the preferred spelling of: artefact, medieval.
Words 'data', 'media', and 'criteria' are plural.
- 4.16 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 A5 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 may be used for detailed information if strictly necessary.
- 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, or endnotes if they are very long
- 6.3 Glossary may be included if needed.

7 Figures and illustrations

- 7.1 The page sizes of the monographs are:

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

-A5: 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 need to be completely finished (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 Figures need to run in consecutive order within each chapter, so that in Chapter 1 they will be labelled: 1.1, 1.2, 1.3, etc; in Chapter 2: 2.1, 2.2, 2.3 etc.
- 7.3 All the figures need to be mentioned in the text, and they need to be numbered in the order in which appear in the text.
- 7.4 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.
- 7.5 All the figures are to be provided as tiff files or eps (for line drawings), 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.
- 7.6 Colour images need to be supplied as **CMYK** (not RGB) and black & white images as **black & white**. If your original tone artwork is RGB, you will need to convert it to CMYK before submitting it.
- 7.7 Do not use fold-outs unless this has been agreed first with the Editor.
- 7.8 Figures might comprise line drawings, photographs or tables. All of them should be provided separately from the text and not embedded into it.
- 7.9 North signs and metric scales must be provided on maps and plans.
- 7.10 **Tables**: these should be supplied as tables in Word. Do not supply Excel spreadsheet or similar. Tables are labelled 'Figures' in the text.
- 7.11 It is the author's responsibility to seek copyright clearance. Permission must be sought for all third-party illustrations if necessary and should be indicated in the caption. Proof of permissions will need to be provided before the book can be printed.

8 Cover

The author will provide a suitable, high-quality image for the cover. The image will be A4-size for the A4 monographs, and a smaller size for A5 monographs.

9 Alternative text

Our books usually provide full descriptive captions, and the Royal National Institute of Blind People are happy with the quality of the captions we provide. In specific cases, the printers might request that captions are presented as alternative text (alt text) for the sight-impaired and authors will need to provide this. For more details, please see <https://www.routledge.com/our-customers/authors/publishing-guidelines/accessible-content>.

10 Index

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.

11 Author's copies

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

12 Timetable

The editing process to get the text ready for printing will vary greatly depending on the availability of authors to deal with queries and proofs. The current time for printing camera-ready texts is six months.

13 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.

14 CHECKLIST of the files to be submitted:

- 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,
- check that all the figures are CMYK for colour, or greyscale for black and white,
- all the permissions to reproduce third-party materials,
- word count per chapter,
- author ORCID and affiliation,
- a short summary (c200 words) about the monograph; and a 3-line text about the author, both to be placed on the back cover,
- and a short summary paragraph (c100 words) of each chapter.