

London Archaeologist

Notes for Contributors

The purpose of these notes is to enable prospective authors

- (a) to prepare articles which will further the magazine's aims of "publishing interim excavation reports and articles concerned with the archaeology and history of the London region; to inform and promote the study and practice of archaeology and history of the London region and to foster all aspects of education in these subjects at all levels; and to act as a unifying force for London archaeologists yet provide an independent forum for all points of view", and
- (b) to do so in a way that will minimise the effort needed from all concerned.

These notes are therefore divided into three sections: policy and content, format and media, and copyright issues.

Policy and content

The following points expand or clarify the stated aims:

1. The emphasis for excavation reports is on the speedy publication of the salient points of interest from important sites. It is not the intention to publish final reports on minor sites of local interest, and authors should not feel obliged to publish information on the less significant aspects of any site. Summary reports of all sites should be submitted to the annual Fieldwork Round-up.
2. Other "articles" include syntheses and thematic studies, such as studies of a particular area in a particular period, studies of a class of artefact or of a particularly important assemblage, new interpretations of existing evidence, reviews of exhibitions or events, etc. (this list is not intended to be exhaustive).
3. The London region is defined as the area within the M25 ring.
4. An important part of the promotion of the study and practice of archaeology and history is the publication of information on meetings, conferences, etc., supplied by local societies and other bodies. We welcome notes on current and future projects, particularly if they offer the possibility of participation by interested readers.
5. We are keen to promote discussion of any aspect of London's material past, and to this end are prepared to publish articles of an unorthodox or controversial nature, provided that they are based on archaeological evidence and are not likely to offend readers.
6. To attract new readers and to foster an interest in London's past, the magazine must have an immediate 'browsing' appeal. Articles must therefore be topical, be written in non-technical language and be suitably illustrated. They should tell the story of the excavation or research in readable style with a level of detail well above context and finds numbers.

Articles will be assessed according to the extent to which they meet these criteria, and will be given a priority grade of: hh (very high), h (high), l (low) or r (reject).

Format and media

The 'ideal' length for an article is about 2500 words and five illustrations; shorter articles are no problem and slightly longer ones can be accepted by prior agreement. Longer articles may be divided into 'parts' and published in consecutive issues. Referencing is by means of endnotes, which may also contain short comments which would otherwise break the flow of the text.

Articles should be submitted on electronic media (CD, floppy disk or by email) and on paper. If it is not possible for an author to produce electronic text, an article will be re-typed in house. Text may be submitted in any common word-processing format; it is useful to also include a 'text-only' version. Endnotes and figure captions should be included with the text; summaries are not required.

Both line drawings and photographs are acceptable as illustrations; the use of colour is encouraged in both. Illustrations may be submitted at any scale, but must carry a clear indication of the size at which they are to be published: any width from less than single-column (say 20 mm) to full-page (210 mm) is possible. The maximum permitted depth is 260 mm. In any issue, one illustration may spread across two pages (the 'middle-page spread', up to 420 mm wide); this should be booked in advance to avoid clashes with other articles.

Illustrations should if possible be submitted as scanned images on an electronic medium (CD will usually be the most appropriate). The preferred format is .tif but most other formats can be accepted. The resolution should be 600 to 1200 dpi (line drawings), or 300 dpi (photographs), measured at the scale at which they will be published.

Authors who cannot meet these requirements should submit line drawings on film or good quality paper and photographs as prints or slides, again with a clear indication as to the scale at which they should be published, and they will be scanned by the editorial team.

Procedures

A typical sequence of events leading to publication is:

- 1. Author submits synopsis of an article to the editor.*
- 2. Editor accepts article, grades it and places it in the publication queue, informing the author of its acceptance and grading. More information may be requested to allow the article to be graded. Decisions are reported to quarterly meetings of the Publication Committee.*
- 3. Six months before publication date, articles at front of queue are selected for publication, higher priority articles being given preference over lower. Authors are informed, sent copyright forms, and notified of any changes that may be required.*
- 4. Three months before publication date, editor requests final version of text and details of illustrations, and completed copyright forms.*
- 5. Two months before publication date, editor requests final version of illustrations. Editor sends page proofs to author for checking. Minor changes can be made at this stage, provided that they do not alter the length of the article.*
- 6. Two to three weeks before publication date, editor sends copy to the printer on a CD in .pdf format.*
- 7. As soon as possible after publication, editor returns illustrations to author, together with six free copies of the magazine. Extra copies may be purchased at a discount.*

Notes

Some authors submit the entire article at stage 1. This is perfectly acceptable; it does not in itself guarantee faster publication, but it can be a consideration if another author fails to deliver an article at stage 4. If they follow this route, they should if possible submit a completed copyright form at the same time; forms can be downloaded from the website.

Authors may request publication in a particular issue for a specific reason, e.g. to coincide with the opening of an exhibition. As far as possible, such requests will be granted.

A page charge of £25 per page will be made on all submissions from commercial units made since April 2006. Authors are asked to consider whether they have a colour illustration which might be suitable for the front cover.

*Clive Orton
Editor, London Archaeologist
April 2007*

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