

Guidance for contributors

Transactions is the annual journal of the Scarborough Archaeological and Historical Society which publishes articles reporting and analysing archaeological and historical research on Scarborough and the surrounding North Yorkshire area, as well as book reviews. The Editorial Board of the journal welcomes submissions from Society members and non-members alike.

Each author of a published article will receive one free copy of the journal issue in which it appears.

Article submission

Please send one paper and one electronic (CD or email attachment of the Word file) copy of the article to the Editor of *Transactions*.

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The text of the article should be word-processed in 12-pt Times New Roman. Double-spacing should be used throughout, including references and acknowledgements. Do not indent paragraphs and separate them with two line spaces. The paper copy should be printed on one side only with generous top, bottom and side margins.

Most articles published in *Transactions* are between 2000 and 7000 words. Before submitting an article longer than 8000 words, please contact the Editor.

A covering letter (or email) should accompany the submitted article giving its title and the names, addresses and email addresses of its authors. Indicate whether any of the material used in the article – such as figures, photographs or long quotes – is the intellectual property of someone other than the author(s). The Editor may ask to see written proof that permission has been obtained to use copyrighted materials.

The Editorial Board of *Transactions* reserves the right to decline to publish an article submitted for publication. Acceptance of an article may be dependent upon revisions being made by the author in line with recommendations from the Editor.

Illustrations

Illustrations (black and white drawings, photographs, charts etc.) should only accompany an article where they elucidate its scholarship.

Do not embed illustrative material (with the exception of tables) in the word-processed file but submit separately in digital files using PDF, JPEG or TIFF formats. Should the resolution of the illustrations be inadequate for clear publication, the Editor may request that they be resubmitted in a different digital format. Where no

digital file exists, please send the original of the illustration or a copy of the illustration capable of being scanned. Although every care will be taken of original illustrative material, the Society can take no responsibility for loss or damage. All illustrations, including colour photographs, will be printed in black and white in the journal.

Please indicate in the text of the article approximately where the illustration should be placed. Illustrations should be numbered in consecutive order as Figure 1, Figure 2 etc. Each figure should be accompanied by a caption inserted in the text.

Map and site plans should include a north point and a scale. A metric scale is preferred, although in some cases historical illustrations may be more appropriately accompanied by an imperial scale. Drawings of objects (such as pottery) should also include a scale.

Archaeological site drawings should use standard conventions to show edges of excavation, different materials etc. A key should be included if necessary. For standard archaeological conventions, please refer to *A Manual of Archaeological Field Drawing* by Jacqueline Mary Hawker published 2001 by RESCUE (the British Archaeological Trust).

Style

Refer to the *Oxford English Dictionary* (the *Concise* edition is fine) for preferred spellings. If there are alternative versions of, for example, local expressions please consistently use one form only. Use 's' rather than 'z' in words such as authorise.

Use single quotation marks for short quotes. Use double quotation marks only for a quote within a quote. For long quotes, indent in paragraph form and separate from text above and below with two line spaces. Omissions from quotations should be indicated by the ellipsis (...) with a space on each side. If words not belonging to the author or speaker are added to the quotation please use square brackets [] to enclose them.

Dates: Preferred styles are: 28 January 1879; the eighteenth century; 1960s; 1802–06 .

Numbers: Spell out numbers below 10; numbers above should appear in numerals. However, if precise measurements are being given then all numbers should appear in numerals.

Example: Organic material appeared at 1m below the surface.

Use common abbreviations such as km, m, mm, ha and do not insert a space between the numeral and the unit of measurement.

Capitalisation: Capitalise personal and place names only.

Example: Scarborough Castle but the castle at Scarborough. The king demanded a ransom but King John would not agree to the terms.

Hyphens: Use a hyphen between two words when they are used as an adjective before a noun. Thirteenth-century pottery but pottery made in the thirteenth century.

Dash: The dash is indicated by an en rule (insert from the symbols chart from the Insert menu of Word) surrounded by one space on each side.

Reporting of analysis results should include error/bars measurements. When radiocarbon results are provided, state whether dates have been calibrated.

Copyright

If there are materials in the article which are not the intellectual property of the article's author, permission must be received from the copyright holder and acknowledged in the article.

Upon acceptance of the article for publication in *Transactions*, the author will be asked to sign a licence granting the Scarborough Archaeological and Historical Society an exclusive licence to publish the work.

References

Use consecutive superscript Arabic numbering placed immediately outside the full stop of a sentence (no space) to refer to the source references at the end of the article.

The reference list at the end of the article should use the following styles:

Authored book: Author, Title (in italics) and subtitle (separated by a colon and one space), place of publication and date separated by a comma and placed in parentheses, page number.

Example: Jack Binns, *The History of Scarborough: From Earliest Times to the Year 2000* (Pickering, 2001), p. 52.

Article from journal: Author, title of article (no italics), title of journal (italics), volume and/or issue number, year, page number.

Example: Anne and Paul Bayliss, John Caleb Petch, Architect, and the Development of Scarborough 1889–1915, *Transactions of the Scarborough Archaeological and Historical Society*, 39, 2005–06, p. 57.

Chapter from multi-authored book: Author of chapter, title of chapter (no italics), title of book (italics), ed., name of editor, place of publication and date separated by comma and placed in parentheses, page number.

Example: D. Normandale, Scarborough's medieval pottery industry, *Medieval Scarborough: Studies in Trade and Civic Life*, ed. D. Crouch and T. Pearson (Leeds, 2001), p. 82.

Newspaper article: Title of newspaper (in italics), title of article if available, date, page.

Example: *Scarborough Evening News*, Killer jellyfish spotted in South Bay, 25 July 2007, p. 1.

Manuscript sources should be identified by the name of the relevant repository and full archive number.

Example: North Yorkshire County Record Office. ZF (MIC 3250/404).

References to personal communications (a letter, for example, from an expert) should cite author, nature of communication, place, date.

Example: Donahue, R., Comment on dissertation seminar presentation, University of Bradford, 26 April 2006, personal communication.

References to internet sources should give the specific URL page address and the date accessed:

English Heritage, www.english-heritage.org.uk/server/show/nav.1436 (accessed 16 March 2006).

If a source is repeatedly used throughout an article, an abbreviated form may be used after the first usage.

Example: *Scarborough Evening News* [hereafter *SEM*], 26 March 1999, p. 3.

SEN, 28 March 1999, p. 4.