Records of Buckinghamshire: Notes for Contributors

The Society's Publications

Records of Buckinghamshire is the Society's journal, presenting a wide range of contributions on the archaeology, history, buildings and natural history of Buckinghamshire, as well as reports from those bodies actively involved with looking after the county's heritage, and reviews of publications related to local topics.

Records is published annually each May, as a single volume. The Editors are prepared to consider for publication contributions relating to the archaeology, history, buildings or natural history of the county. These will normally be either in the form of short notes (up to *c.*3000 words) or articles (*c.*3000-20,000 words). Longer contributions will be considered.

In addition to *Records,* the Society also publishes an occasional series, *Buckinghamshire Papers*, normally for contributions deemed too large for *Records.* It also has an established monograph series, used to publish major excavation and landscape study projects.

Submissions

Producing an article or note for print is not difficult, but it does require some thought, tenacity and patience. If you want further advice, having read these notes, contact the Editors at an early stage: they are always willing to discuss proposed submissions. Contact details appear at the end of these notes.

Submissions should be made to the Associate Editor, who will be your main point of contact during the editing process. It is advisable to contact the Associate Editor before submitting, to check whether space is available in the next volume, and to ensure that the submission is in an acceptable format.

Submissions should always conform to the requirements set out below. Material submitted in an inappropriate format may be unsuitable for publication, or may require significant additional work to make it suitable. The Editors therefore reserve the right to return material that does not conform to the requirements for *Records*, and to ask the author to make the necessary changes.

Submissions may be made to the Associate Editor at any time of the year. Articles submitted before Christmas will normally appear in the volume published the following May, depending upon the number, length and subject matter of submissions received.

Points for Archaeological Contributors

In the introductory text, include an eight-figure NGR for the centre of the site, a note of the civil parish in which the site is located, and the date the work was carried out.

A scale bar should be included on pottery and finds drawings. Please also state the reproduction scale in the caption, e.g. *(scale 1:4).*

Ensure that the location of any detailed plans can be *clearly* related to the next plan up in scale, and conversely.

Only use Harvard-style references (author/date/etc) for archaeological contributions.

The editors will consider for publication any archaeological contribution, either as a main article or a note. However, contributors should be aware that sometimes *South Midlands Archaeology* may be a more suitable vehicle for publication than *Records.* It is expected that summary notes on all archaeological fieldwork will already have appeared in the annual 'Archaeological Notes' section of *Records.* Contact details for the Summaries Editor appear below.

The Editing Process

1. On receipt, details of each submission are recorded on a spreadsheet by the Associate Editor. The submission is checked to ensure it conforms to the requirements set out in this document.

2. The Editors read through each submission, which is then returned to the author with their comments. If necessary, the article may also be passed to a referee for comment.

3. When the necessary amendments have been made, the Associate Editor passes the article to the typesetter, who produces the initial page proofs.

4. The page proofs are checked by the Associate Editor and sent to the author for a final check. They are then returned to the typesetter, for any amendments.

5. When all the page proofs have been completed and approved, the typesetter compiles the volume. Following a final check by the Editors, the volume is sent to the printers.

During this process, any major changes necessary should be made to the submission in the editing stage. Although it is possible to make significant changes at page-proof stage, this incurs additional expense for the Society, and it may be necessary to pass these costs on to the author.

Format

Submissions to *Records* should be made in digital format. Files totalling up to 10Mb may be emailed direct to the Associate Editor, as attachments. Larger submissions may be split into several emails, sent using *MS One Drive, Dropbox* or a similar service, or copied onto a CD or memory stick and sent by post. In the latter case it is advisable to email or phone the Associate Editor to let him know that your submission is on its way.

The following digital file types are acceptable:

- Text, tables and captions: *MS Word (.doc or .docx files).*
- Line drawings: *tif or bmp* files at a resolution of 300dpi or greater, or high-resolution *pdf* files
- Photographs: *jpeg, tif or bmp* files, greyscale or colour, at a resolution of 300dpi or greater (at least 1Mb file size), or high-resolution *pdf* files.

Text Files: Text, tables and figure captions should be provided as separate files, clearly labelled. The text itself should contain minimal formatting (e.g. single-line spacing, no paragraph indents or justification).

Line Drawings and Photographs: These should be at their intended publication size or larger, in separate files, clearly labelled.

Do not submit text with detailed formatting or embedded illustrations: it will be returned to you.

Text

The title of the submission should be in capitals. For articles, this should be followed by the author's name and any other contributors, also in capitals. For notes, the author's name should be in italics, located at the end of the text. A contact address for yourself or your organisation may be included at the end of the article if required.

For articles (but not notes) the text should be preceded by an **abstract**, briefly summarising the content and conclusions. For example, in an archaeological article tell the reader what you think you have found and draw some conclusions, for example in what way the discoveries may alter or reinforce previous conceptions of the archaeology of the area. **Do not include in the abstract any points or information which cannot be found in the article itself.**

Headings used in the text should follow a logical, consistent sequence. Heading levels can be indicated by preceding the heading with its desired level (e.g. <1>, <2>), or by using basic formatting, for example:

Level 1: **INTRODUCTION** (Bold caps)

Level 2: **Phase 1** (Bold)

Level 3: ***Ditch 123*** (Bold Italic)

Level 4: *Context 456* (Italic)

It is possible to set *Word* to provide consistent heading levels like this. A maximum of four heading levels should be sufficient for most articles. Paragraphs and headings should be separated by a single carriage return.

Plates and line illustrations must be numbered as 'figures' in a single sequence. Proposed locations for figures should be indicated in the text by inserting [INSERT FIG #], ideally in the paragraph break following the first mention of the figure in text. A list of figure captions should be provided as a separate *Word* file.

When referring to figures in text, use 'Figure #' in text, or (Fig. #) in parenthesis.

Illustrations

'A picture is worth a thousand words'. When compiling an article, it is best to sort out your illustrations *first*, as it is normally easier to make text relate to drawings than vice versa. Ensure your illustrations are relevant to what you are trying to say: don't include them if you don't refer to them.

The print area of *Records* is 148 × 196mm (or 180mm, allowing room for the caption): a single column is 72mm in width. Illustrations should be prepared with these dimensions in mind. Try and avoid full-page landscape-format figures if at all possible.

Labelling on drawings should be in a sans-serif script (e.g. Arial, Century Gothic, Helvetica), at a size legible to the naked eye. Main captions should not appear on drawings. Plans should include a north point and scale bar. Colour may be used, if it makes the drawing easier to understand.

If your submission requires an illustration you are not able to produce yourself, the editors may be able to advise you, or to arrange for its preparation.

Tables

Tables can be boring: please only include them if they are really necessary. Tables can be set up using *Word* or *Excel*. Avoid large, complicated tables: give some thought to how the table will fit on the page. Make sure that any numeric data adds up correctly: we will check! If your table includes a key or explanatory notes, it is safer to include them in a cell at the bottom of the table or in a separate caption: separate blocks of text can get misplaced. Captions for tables should be presented in the same file as figure captions, listed separately.

Footnotes & References

Archaeological articles will normally use the Harvard system for referencing. Authors of historical articles may prefer to use endnotes, though in some instances a combination of both systems may be appropriate.

In either case, references and/or endnotes should be listed at the end of your submission, in the same font size. Endnote numbers should be inserted in the text in superscript.

Avoid using the endnote option in *Word:* deconstructing linked endnotes is a very tedious process!

Abbreviate *Records of Buckinghamshire* to *Recs Bucks* without stops.

The place of publication should appear in references and footnotes where a volume is not published in London.

Endnotes

Indicate endnotes within the text by superscript numbers. The superscript number in the text should be placed after any punctuation marks, e.g. 'The paths of glory lead but to the grave.'[15]

Each entry in the table of endnotes should end with a full stop.

For endnotes follow the examples below, as appropriate.

(i) *Books:*
John Beckett, *The Rise and Fall of the Grenvilles* (Manchester 1994)

G Lipscomb, *History and Antiquities of the County of Buckingham*, vol. 3 (1847)

F Haverfield, *The Romanization of Roman Britain*, 4th ed. (Oxford 1923)

Michael Reed (ed.), *Buckinghamshire Glebe Terriers, 1578-1640* (Bucks Record Soc **30**, 1997)

(ii) *Articles in Journals:*
KA Bailey, 'Mills in Domesday Buckinghamshire', *Recs Bucks* **39** (1997), 67-72.

(iii) *Articles in Books:*
IMW Harvey, 'Bernwood in the Middle Ages', *in* John Broad and Richard Hoyle (eds), *Bernwood: The Life and Afterlife of a Forest* (University of Central Lancashire 1997), 1-18.

(iv) *Victoria County Histories:*
VCH Bucks **2** (1908), 4-10.

Subsequent references to a book or article can be referred to by the author's surname only (or with forenames/initial if the references contain more than one author of the same surname), and with a short version of the title if more than one item by the same author is referred to.

The abbreviation *ibid.* may be used for consecutive references from the same title.

References to manuscript sources should give the repository holding the manuscript and the reference number. An abbreviated form of the repository may be used in the second and subsequent references to it, but the full name should be given at the first reference:

e.g. First reference: Centre for Buckinghamshire Studies (CBS), D/A/We 6/56. Subsequent references: CBS, PR4/1/1

Harvard-Style References
In the body of the text cite by author surname, date, and page if reference is being made to a specific point, e.g. The remains of a Roman villa were discovered here in 1840 (Sheahan 1862, 275).

For citation in the list of references at the end of an article, follow the examples below:

(i) *Books:*
Beckett J 1994 *The Rise and Fall of the Grenvilles* (Manchester).

Lipscomb G 1847 *History and Antiquities of the County of Buckingham*, vol. **3**.

Haverfield F 1923 *The Romanization of Roman Britain*, 4th ed. (Oxford).

Reed M (ed.) 1997 *Buckinghamshire Glebe Terriers, 1578-1640* (Bucks Record Soc **30**).

Sheahan JJ 1862 *History and Topography of Buckinghamshire.*

(ii) *Articles in Journals:*
Bailey KA 1997 'Mills in Domesday Buckinghamshire', *Recs Bucks* **39**, 67-72.

(iii) *Articles in Books:*
Harvey IMW 1997 'Bernwood in the Middle Ages', *in* J Broad & R Hoyle (eds), *Bernwood: The Life and Afterlife of a Forest.* University of Central Lancashire, 1-18

References to manuscript sources are normally best placed within the text in brackets, citing repository and reference number.

References to internet sources should include the full internet address of the web page, and the date it was accessed, e.g. http://en.wikipedia.org/wiki/Cliveden, accessed 30/10/11

Copyright

a) Material used in an article

Contributors must obtain written permission from the owners of any copyright material they are proposing to use, together with any conditions the copyright owner has imposed (e.g. a specific acknowledgement in a figure caption). This includes material reproduced from organisations such as The Bodleian Library, British Museum, National Monuments Record, etc.

Location maps, plans and other illustrations are essential in archaeological submissions, and may often enhance historical articles as well, but authors should be aware of Ordnance Survey copyright issues. Broadly speaking, OS maps over 50 years old can be used freely, as long as their source is acknowledged. Newer maps, and digital mapping typically used by archaeological contractors, should include a reference to the copyright licence under which they are reproduced. Permission to use copyright OS data should be obtained directly from the Ordnance Survey.

b) Material Published by the Society

Buckinghamshire Archaeological Society is a charity. Copyright in all material published by the Society rests with the Society. However, the Society will freely permit the authors of materials which it has published to reproduce their work elsewhere.

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The Society reserves the right to give permission to others to reproduce work which it has published. A fee may be charged to non-charitable organisations.

Funding

If you are submitting an article or note on archaeological work undertaken on a commercial basis, you will be expected to pay a page-rate for its publication. Contact the Editors in advance if you want an estimate of page cost, but remember this may change from year to year. Professional archaeologists submitting articles and notes based on their own unfunded research, rather than paid work undertaken as part of the planning process, are advised to make this clear from the outset, to avoid any misunderstanding.

Grants may be available from funding bodies for publishing local history articles etc. Authors submitting particularly long, complex articles are encouraged to consider obtaining grant aid to offset the sometimes significant costs of publication normally borne by the Society. At present the Society continues to publish without such aid, though offers of funding are always appreciated.

If you are a contracting body or are otherwise able to offer a publication grant, please include an appropriate acknowledgement to the funding body (bodies) at the end of the article.

Offprints

Authors will be provided with a digital offprint of their article in *pdf* format, with a cover. Printed copies of offprints may be only be provided on request, as an alternative.

And Finally, Biographical Notes

Authors of articles and notes are invited to submit a brief biographical note (typically 50-75 words) to accompany their article, concerned particularly with their work and their current archaeological/ historical interests, for example:

Bob Zeepvat read archaeology at Leicester University. From 1975-94 he worked for Milton Keynes Archaeology Unit, directing excavations at Bancroft villa, Great Linford and Caldecotte. More recently Bob served as post-excavation manager for the Hertfordshire Archaeological Trust, and Manager and Historic Buildings Consultant for Archaeological Services & Consultancy. He is now a freelance archaeological consultant, and a Fellow of the Society of Antiquaries: his main interests include industrial archaeology and historic buildings.

CONTACT DETAILS:

All contributions, including archaeological summaries, should be sent to the Associate Editor in the first instance:

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