

## SUBMITTING ARTICLES TO *THE ARCHAEOLOGIST*

The forward programme for issues of *The Archaeologist* tends to be agreed 12 months in advance, with feature articles compiled by guest editors and shorter articles offered from members. A feature article may include a number of shorter edited pieces, which should be checked over carefully by the editing author.

### Contributions should include:

- Edited text in Word doc or saved as an .rtf file
- Text which has been carefully checked by the author, or lead author, against CifA House Style
- Images, sent as separate, high resolution files in .jpg, .pdf or .tiff format
- Copyright information and figure headings
- Authors images, sent as separate, high resolution files in jpg, pdf or tiff format
- Author profiles

If you are interested in writing a contribution, we recommend you discuss the timing and length of the piece with the editor prior to preparing an article. Although we try to accommodate all articles submitted, the programme of content is agreed well in advance and sometimes we do not have room in the next couple of issues. Longer articles and feature articles must be discussed with the editor in advance.

Each issue of *The Archaeologist* includes a summary of what will be included in the next issue with invitations to contribute shorter articles.

### Deadlines for 2016 and 2017

2016	2017
TA98 1 April	TA101 1 April
TA99 1 August	TA102 1 August
TA100 1 December	TA103 1 December

### Articles

There are no hard and fast rules about writing articles for *The Archaeologist*. We aim to provide an informative magazine which highlights new practice, developments in policy concerning the historic environment and news from our members, Registered Organisations and Groups.

The format tends to include one feature article of around 4000 words, a couple of shorter pieces (800 - 1200 words) and then news articles (400 – 600 words). In total, we aim for the magazine to be 32 pages long (including 4 pages for the cover). As a result, we are careful about the length of articles and cannot easily accommodate content which is considerably longer than expected. Text which is more than 10% over the expected word length will be returned to the authors for further editing before resubmission.

Feature articles (4000 words) can be anything from a long single authored piece, to a collection of shorter articles within a given theme. For the latter, a lead author(s) should provide a summary introduction and should ensure the shorter contributions are not repetitive, too long, or factually contradictory. Opinion pieces which discuss opposing perspectives are fine (and encouraged!), but as with all articles should be informative, present new ideas, or offer some solutions to common issues... Where a number of authors have been involved, please provide author profiles for all and make sure images are clearly labelled and named with the file names in the text.

We will edit your text to ensure it is written using a consistent house style, and may suggest some changes to content. Authors will receive a copy of edited text prior to page layout if substantial changes have been made to check for any errors. Due to time pressures, we do not normally circulate page proofs of the final layout, but if you feel this is necessary then please let the editor know well in advance.

All authors should provide a short (100 word) profile, including their name, post nominal, job title and a short biography. For examples, please see recent editions of the magazine. Authors should also provide a portrait image (see below for image guidelines).

### **Images**

Images brighten up any article, both in terms of reading the text, supporting the main points and also in the design of the magazine. Obviously, there are always options for which images to choose and as long as the shots are engaging, well framed pictures and can be sent in **high resolution**, there are no rules as to what can be included (within reason). When we put together articles, we think in pages and what the layout could look like. Each standard page will include 375 words of text and up to two images. Layouts change depending on the types of images, type of article and the overall length – we recommend you have a look over recent editions of the magazine to get an idea of the kind of layout we use.

As author it is your responsibility to check and provide **copyright** for all images used. You should seek **permission** where it is needed, and make sure that anyone in the photograph is happy for it to be included in the magazine (or that you have already asked permission from them to use images how you see fit).

We aim to include **one image for every 300** or so words, so for a short article of 600 words aim to include two or three images which illustrate your article. Longer articles can include more images and, where the images add more to the text, we can include a higher number than the average. We also ask authors to provide a **portrait image** of themselves to add to the contributors section. As with other images, these should be of high resolution and show the author clearly – we ask for head and shoulders images but we know some people like to use working shots, which is fine!

Images should be sent as separate, high resolution files in jpg, pdf or tiff format. Please ensure that the image filenames are cross-referenced with the image headers at the end of the main text file, and always include copyright information. Images should be CMYK as they will be used for print media.

If you have any queries about use of images, please contact the editor.

### **Member news**

Each issue includes a list of new and upgraded members, as well as news from members who have recently joined, moved jobs, or have other developments to report.

We aim to include one full member spotlight article (a two-page article of 750 words, with two images), and up to six Member profiles, around 120 words in length. **The articles should not be advertising services**, but should be informative and genuine news. New members are also encouraged to provide a short profile and inform readers as to their new membership.

Member news should be sent to Lianne Birney ([lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net)).

### **Registered Organisations**

Each issue of TA also includes news from our Registered Organisations. Ideally we like to include an RO Spotlight – 750 words of innovative practice, new ideas, insights into an organisation. If you would like to include a Spotlight article, we recommend you get in touch with the editorial team in advance as these slots tend to get booked up quickly!

We also include up to four RO updates – this can be news (such as new RO membership, a new office, change of staff) or talking about a new project, but is strictly **not** free advertising space. Articles which are deemed to be advertising will be rejected.

Our Registered Organisations update articles tend to be up to 200 words in length and should include one image.

Registered Organisation news should be sent to Jen Wooding ([jen.wooding@archaeologists.net](mailto:jen.wooding@archaeologists.net)).