

## SUBMITTING ARTICLES TO *THE ARCHAEOLOGIST*

The forward programme for the themes for issues of *The Archaeologist* is agreed 12 months in advance. The magazine contains

- Feature articles relating to the theme
- CIfA news
- Member news/obituaries
- Registered Organisations news

This guidance provides information on submitting each type of article.

If you are interested in writing a contribution, please contact us to discuss the timing and length of the piece prior to preparing an article. Although we try to accommodate all articles, the programme of content is agreed in advance and sometimes we do not have room in the next couple of issues.

Each issue of *The Archaeologist* includes a summary of what the theme will be for the following issue with invitations to contribute to articles.

### **Deadlines**

Deadlines are the same each year

1 April

1 August

1 December

### **Feature articles**

Feature articles relating to the theme are compiled by guest editors or submitted by members/readers.

### Contributions should include

- Edited text in a Word document meeting the required word length
- Images, sent as separate, high resolution (over 300dpi or at least 2MB) files in .jpg, .pdf or .tiff format
- Copyright information for images and figure/image headings
- Authors images, sent as separate, high resolution (over 300dpi or at least 2MB) files in jpg, pdf or tiff format
- Author profiles

### 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 and techniques.

Feature articles relating to the theme range from 350 to 1050 words (1-3 pages).

Text which is more than 10% over the expected word length will be returned to the authors for further editing before resubmission.

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.

Authors should provide a short (100 word) profile, including their name, post nominals, job title. 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 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).

As the 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 **two images for every 350** words, please provide a good range of images which illustrate your article depending on the word length you are writing. We recommend you have a look at recent editions of the magazine to see the kind of layout we use.

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. These should be at least 300dpi and over 2MB in size so that they reproduce well in the magazine. 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 [alex.llewellyn@archaeologists.net](mailto:alex.llewellyn@archaeologists.net)

### **Member news**

Each issue includes bios about members or a group of members who have applied from a specific area/specialism or upgraded their accreditation and/or contribute to ClfA activities. Also those with news, such as awards or new job roles (paid or voluntary).

We aim to include a range of Member profiles in each edition, up to 200 words. **The articles should not be advertising services** but should be informative about the member and/or genuine news.

As with the feature articles we ask you to provide a high-resolution **portrait image** (head and shoulders) but working shots are fine if you prefer.

### Obituaries

We can include obituaries of members as a tribute. These should be no more than 500 words with an image of the member, caption (if necessary) and copyright details.

If an obituary already appears elsewhere eg in the Guardian or another website, we can add a short introduction with a link and image.

Member news or obituaries should be sent to Lianne Birney ([lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net)) and can also be requested by CifA

### **Registered Organisations**

We are also keen to include news about our Registered Organisations. Ideally, with an RO Spotlight – 700 words of innovative practice, new ideas, insights into an organisation plus 3-4 images. 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 shorter RO updates – this can be news (such as new RO membership, a new office, change of staff) or talking about a new project, up to 200 words with one image. It is strictly **not** free advertising space and articles which are deemed to be advertising will be rejected. If you would like to advertise in TA, please contact [cifa@cathcomm.co.uk](mailto:cifa@cathcomm.co.uk)

Registered Organisation news should be sent to Kerry Wiggins ([kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net))