

London Archaeologist

Notes for contributors of research articles

Since London Archaeologist was relaunched in 2007, the scope of articles in the magazine has expanded to include features alongside the research articles which have traditionally been published. Features, which can be either contributed or commissioned by the Features Editor, mainly following a number of thematic strands, such as *Findspot*, giving a short analysis of interesting artefacts, *Access to archaeology* reviewing initiatives to increase participation in and understanding of archaeology and *Just the job*, based on an interview and describing one of the more unusual posts in the profession.

The core of the magazine's content, however, remains what are generically called research articles. These notes are designed primarily for authors of the research articles, but many of the principles also apply to features.

The purpose of the following 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",
- (b) to ensure that the articles are written in a style and for an audience that will help to achieve these aims, and
- (c) 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 procedures. Appended at the end is material on copyright and forms that must be completed by all authors of research articles.

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 avoid publishing 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 research 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 (this list is not intended to be exhaustive).
3. The London region is defined as the area within the M25 ring.
4. 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/or use sound bibliographical sources and are not likely to offend readers.
5. The readers of the magazine are professionals and academics working in various fields within archaeology, volunteer and amateur archaeologists (many with long experience), students, and a range of people around the world interested in the archaeology, cultural heritage and history of London. Although the magazine is a journal of record for research in the field, articles should be written with this diverse readership in mind.
 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 amply and suitably illustrated. Above all, they should tell the story of the excavation or research in readable style with a level of detail well above context and finds numbers. A reader should be able to understand clearly why the site or research is significant and/or interesting and how it contributes to the archaeology or history of the capital.

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) when it is submitted (see the Procedures section below)

Format and media

The preferred 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 digital media (CD or by email) and on paper. If it is not possible for an author to produce digital text, a paper copy may be submitted and the 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. Please submit a separate file for each of:

Main text,

Endnotes,

Figure captions,

A brief biographical sentence or two for each author, giving information such as their affiliation, background and principal interests.

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 be accompanied by a clear indication of the size at which they are to be published. The usual widths are:

Single column (55mm),

Double column (115mm),

Triple column (175mm).

Other widths are possible by prior agreement. The maximum permitted depth is 260 mm.

In any issue, at least 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. It may be possible to accommodate additional images at this larger size if they do not contain high levels of detail.

Illustrations should if possible be submitted as scanned or digitally created images on a digital medium (CD will usually be the most appropriate). The preferred formats are .tif for line drawings and .jpg for photographs; .png is also acceptable. The resolution should be 600 to 1200 dpi (line drawings), or 300 dpi (photographs), measured at the scale at which they will be published. Please do not submit illustrations or whole articles in .pdf format, and do not include illustrations within a Word file.

Authors who cannot meet these requirements should submit line drawings on drawing film or good quality paper (up to A4 size) 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 any hard-copy illustrations to the 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.

Authors are asked to consider whether they have a colour image which might be suitable for the front cover. The cover images are generally photographs of objects or groups of objects. They should preferably be on either a white or transparent background, or able to be easily cut out of their background. Because they are published at a large size and usually bleed off the page, strong images that are well-focused, of high resolution, and with interesting patterns in colour or texture are ideal.

Clive Orton
Editor, London Archaeologist
December 2011

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The Editor
London Archaeologist
UCL Institute of Archaeology
31-34 Gordon Square
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