

***NORFOLK ARCHAEOLOGY* — notes for contributors**

Please consult the editors in the event of any problems or queries.

1. General

If you are planning a submission, you are most welcome to contact the editors in advance if you wish to discuss its topic, scope and length.

All draft submissions to *Norfolk Archaeology* are considered by the editors in consultation with an independent referee, who remains anonymous. After submission, we will contact you in due course to inform you if we wish to accept your article. Our acceptance is often conditional upon revision in the light of editors' and referees' comments.

At any one time, a number of completed papers are awaiting publication in *Norfolk Archaeology*. Acceptance of a paper by the editors does not automatically indicate publication in the current year. The editors will advise the authors of all pending papers of the likely year of publication when this is known.

Please supply two complete paper copies of all draft submissions. The author's name should appear clearly immediately after the title, in the form in which it is to be printed.

2. Text

Contributions should be typed or printed out single-sided on numbered A4 (8.25 x 11.75 ins) pages. Please ensure that hard copies of all illustrations are included.

Endnotes should be typed or printed out on separate sheets at the end of the main text. They should be numbered consecutively. For publication references, *either* the Harvard system *or* the following form should be used:

Tom Garlic, *The Romans in the Lake Counties* (1970), 73
S.S. Frere, 'The Forum and Baths at Caistor by Norwich', *Britannia* 2 (1971), 1–26
Subsequent citations using this system should be as follows: Garlic, 126 [or Garlic (1970), 126 if another work by the same author is also referred to].

Titles of archaeological journals may be abbreviated as in the *Council for British Archaeology* abstracts, so long as this is done consistently.

In archive references, the present whereabouts of the manuscript (if known) should always be cited, along with the class and location numbers if these exist. References should take the following form:

Public Record Office, E.163/1/3
Norfolk Record Office, MS 11589, 34 D 2

In subsequent citations, the names of repositories may be abbreviated to P.R.O., N.R.O., B.L., B.M. *etc.*, although this should be done consistently.

3. Illustrations

The type area of a single *Norfolk Archaeology* page measures 175mm x 215mm. All illustrations (including a small space for a caption) should be intended to occupy, or to lie within, this space. Relatively small illustrations may be accommodated within the width of a single column of text (84mm).

Line drawings executed by hand should be in waterproof black ink, on smooth white paper or high-quality tracing paper or film. We are very happy to accept digitally generated black-and-white or greyscale illustrations. Please contact the editors for further advice if necessary.

Photographic prints should be full-plate size (6 x 8ins, 15 x 20cm) on strong contrast glossy paper. Half-tone plates may also be scanned from negatives or colour transparencies of appropriate quality. We welcome greyscale photographs in digital form, so long as these are of adequate quality and resolution.

Captions for illustrations should be brief but clear, and should be typed or printed out on a separate sheet from the body of the text. All drawings and photographs must be numbered clearly.

4. Submission procedure

Please do not send digital copies of text, or of original artwork (paper, film or digital), to the editors until we request them. Normally this will only be when an article has been formally accepted for publication.

Our preferred digital file formats are as follows:

- *text*: Word, .rtf
- *line art*: .eps, .tif (black-and-white or greyscale, preferably 600 dpi or higher resolution), CorelDraw (up to v. 9) or Illustrator (up to v. 6)
- *photographs*: .tif (greyscale, 300 dpi – NB 600 dpi for detail images of coins and other small objects).

Authors must retain their own copies of all material submitted, including computer files, and are responsible for ensuring that all digital material is free from virus contamination.

Contributors will receive *page proofs* only. Therefore, final submissions should be complete in every respect, and alterations in proof confined to the correction of errors. Authors' (not printers') corrections may be charged to the author.

Contributors will receive ten offprints free of charge. Additional offprints will be charged at cost.

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