Notes for Contributors

I. Articles and Notes

1. Contributions should be sent to the Editor, Dr A.S. Esmonde Cleary, Institute of Archaeology and Antiquity, University of Birmingham, Birmingham B15 2TT (a.s.esmonde_cleary@bham.ac.uk). The typescript should include the author's name at the beginning and address at the end, including email address where appropriate. All papers will be subject to a refereeing process, and may be discussed at meetings of the Editorial Committee. The refereeing process necessarily takes time, and contributors should allow at least three months for this process. Detailed comments from referees are normally forwarded to the contributor, anonymously, by the Editor. Papers may be submitted at any time during the year; potential contributors may wish to discuss scheduling with the Editor in advance of submission. In order to protect the interests of authors, the Society requires all authors to sign a form assigning the Society an exclusive licence to publish (not copyright).

2. Electronic submission of articles/notes is usual. A clean print-out (3 copies) should also be supplied for editorial use; this should be on A4 paper, printed on one side only, in double spacing throughout (including footnotes), with generous margins all round. The electronic and hard copy should be identical with no corrections to be made. Disks should be new and clearly marked with the word-processing system used; all file names should be listed. (IBM compatible disks are preferred.)

Britannia style should be followed but complex layout should not be attempted. Notes will appear as footnotes but should be presented as endnotes — preferably in a separate file. The bibliography for the paper should also be submitted as a separate file. Tables often need rekeying; they should be supplied in a separate file and a clear print-out on separate sheets provided. Figure and table positions should be noted in the margin of the print-out.

3. On submission papers should be complete in every particular. Every alteration made by an author in proof means higher production costs. The Society retains the right to charge authors for corrections/additions in proof in excess of £1 a page. Printer's errors are marked separately and the costs do not fall on the Society. All proof corrections and additions are subject to the jurisdiction of the Editorial Committee. Unless there are exceptional circumstances first proofs only will be submitted to contributors.

4. For style refer to previous copies of *Britannia* but note change to referencing system from 1998. Publications are to be cited by the author's name and the year of publication followed by the specific page or pages in a numbered footnote (e.g. Jones 1980, 6–9). The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper. Page references should only be given in the footnote if the reference is to a specific page or pages. Full page references of articles etc. should appear in the bibliography (f. and ff. should not be used to indicate following pages). Authors' initials should only appear in the footnotes if the bibliography contains two or more authors with the same surname (e.g. J. Smith 1990). For joint authorship give both names, for multiple authorship Jones *et al.* is acceptable in the footnotes but all authors should be listed in the bibliography. a, b, c etc. should be used to distinguish several works of the same year (e.g. Smith 1990a). Historical sources should appear in abbreviated form in the footnotes with full references in the bibliography. Bibliographical abbreviations should be in a consistent form.

5. Illustrations. The type area of a page in *Britannia* measures 194 by 138 mm. All drawings and photos should be designed to be reduced to or within such a space. Folding plans are expensive (*c*. £400 each) and are often an avoidable extravagance. Scales in metres should be provided

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on plans and be long enough for any likely use. Illustrations do not need to be titled, captions should contain this information. Half-tone illustrations should be submitted as glossy black and white prints. Electronic submission of artwork is welcome but this must be on CD and a printed version must also be supplied. Files should be Tiff or JPeg and designed for black and white reproduction. Line drawings in particular should be saved at the highest resolution possible – ideally 1200 dpi or above. Use of colour plates and colour overlays is expensive and must be discussed with the Editor on submission.
6. Contributors will be given 20 offprints of articles and 10 of notes gratis. Additional copies may be ordered at cost price.

II. Roman Britain in 20xx

(a) Inscriptions

1. For objects found **south of the Mersey–Humber line** information should be sent to M.W.C. Hassall, Institute of Archaeology, 31–34 Gordon Square, London WC1H 0PP (m.hassall@ucl.ac.uk) and for objects found **north of that line** to Dr R.S.O. Tomlin, Wolfson College, Oxford OX2 6UD (roger.tomlin@wolfson.ox.ac.uk), as soon as the inscribed material is ready for reporting, or at latest before 1 March of the year following discovery. See (b) 2a–f below for details required.
2. When photographs are taken the light should be raking and, where possible, from the left and well above the horizontal axis.
3. The principles which are followed for the inclusion or exclusion of inscriptions on pottery and tiles are set out in *RIB* I, p. xvii, s.v. scope (d) 1–4.

(b) Sites and discoveries

1. Information about sites explored and finds other than inscriptions should be sent to Professor B.C. Burnham, Department of Archaeology, University of Wales, Lampeter SA48 7ED (burnham@lamp.ac.uk) (for Wales and England Sections 3–4), Dr F. Hunter, National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF (f.hunter@nms.ac.uk) (for Scotland), or Mr P.M. Booth, Oxford Archaeology, Janus House, Osney Mead, Oxford OX2 0ES (p.booth@oxfordarch.co.uk) (for England Sections 5–9), before 1 April of the year following discovery.
2. Notes on excavations should be clear summaries of the results obtained, supported by sufficient evidence (reference to dating material, significant stratification etc.) to be convincing, without going into the full detail of a published report. Correspondents should be careful to include the following details:
(a) Location of site, including parish and National Grid Reference;
(b) Name of director(s) of excavations;
(c) Society or other body sponsoring excavation (where applicable);
(d) Name of draughtsman/photographer responsible for any illustrations submitted;
(e) Any previous exploration of the site;
(f) Recent and forthcoming publications.
3. Dimensions should be given in *Système Internationale* units, e.g. metres (m), kilometres (km), hectares (ha), grammes (g). Non-metric equivalents may also be given where useful for comparison with earlier data.
4. Complimentary copies of 'Roman Britain in 20xx' are sent to correspondents whose drawings or photographs have been published in that issue. Copies can also be obtained by purchase from Dr H. Cockle, The Roman Society, Senate House, Malet Street, London, WC1E 7HU.

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III. Reviews

The Review Editor is Richard Brewer (Richard.Brewer@museumwales.ac.uk). Books for review should be sent to the Librarian, Joint Library, Hellenic and Roman Societies, Senate House, Malet Street, London WC1E 7HU.

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Contributions to *Britannia* should be sent to Dr A. Simon Esmonde Cleary, FSA, The Editor, *Britannia*, Institute of Archaeology and Antiquity, University of Birmingham, Birmingham B15 2TT.
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