

Notes and Style Guide for Contributors – SEAC 2010 (Astronomy and Power)

Submitting the file

The text should be submitted in electronic form by email or alternatively on a CD. Figures should be provided in separate files additionally. Please do not supply text with embedded illustrations (submit them as separate individual files – see below).

MSWord (versions 95 to 2010) is the preferred program for the text. You can also use InDesign up to Version CS4. For both a template will be provided to make formatting easier.

Standard procedure is for authors to submit formatted, print-ready copy in English. An abstract giving the main conclusions of the paper in no more than 200 words, and a list of 5-10 keywords in English must be included.

It is essential that files for text and figures should be named in the following style using the author's name as file name, e.g. Woodman.doc; WoodmanFig1.tiff; WoodmanFig2.tiff, etc.

Please keep in mind! Deadline for submitting the paper is February, 1st, 2011.

Number of pages allowed for contributions

1000 word per page. Number of pages allowed for talks and posters: 5 pages; invited talks: 8 pages.

Layout Specifications

The page size is A4 (21 x 29.7cm). Text should be fully justified both left and right with single line spacing in 10 point Times New Roman font, in a double-column layout.

Avoid long quotations in different alphabets and transliterate where possible. If you do need to use specific fonts (for example for Ancient Greek, Cyrillics, Hebrew) please contact the Editor.

Both columns should be equal in size with a 0.6 cm gap (each column is 8.2cm wide). Margins: Top – 2.5cm, Bottom, Left and Right – 2cm, Header – 1.5cm, Footer – 0.7cm.

Title and author: Please use font size 14 (Bold, capitals) for the title and font size 12 (Bold) for the name of the author.

Abstract, keywords: Please use font size 8 for the abstract (Regular) and Italics for the key words (font size 8, Regular)

Headings and sub-headings: Type these in upper and lower case characters, NOT all in capitals, e.g., Conclusions, not CONCLUSIONS). Use Bold for the top level, Small Caps for the second level and Italics for the third level. Do not use underlining.

Page numbers should be centred below this area at the foot of the page in font size 10.

Running headers may be positioned in the header using font size 10 in Small Caps. On the left pages (even page number) should be the title of the book, on the right pages (odd page number) the author's name and the title of the paper. They should be centred or positioned at the outside edge of the page.

Illustration captions should be differentiated from text by use of Italics. They should be in font size 9.

Tables, catalogues, appendices etc should be in font size 9.

Please avoid superscripts '6th' in 6th, 8th, etc. If your program does this automatically please SWITCH IT OFF (in Word go to Tools, Autocorrect, Autoformat as you type).

Please avoid all footnotes, and endnotes; incorporate the comments into the text, or omit them.

All underlining should be avoided.

Separate paragraphs by a single blank line, without indents. Please use two returns to separate paragraphs, rather than by formatting. Use a single space after a full stop.

Do not leave blank areas on a page. Always make sure each page is filled with text and/or images (unless it is the last page of the chapter).

Spelling and abbreviations

UK or US spellings are acceptable.

BC and AD (no punctuation) - also for upper case abbreviations / acronyms (UK, USA etc.)

e.g., i.e., cf., etc. (fullstops but no italics)

et al. and c. (italics and fullstops)

No fullstops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements

No space should be used between a number and its unit of measurement, e.g., 98cm

Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on

Numbers

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, NOT 5,000; but 10,000.

Contractions

Contractions which end with the same letter as the original word do not take a full stop as in for example Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc.

Dates

Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g. 490 BC); the letters AD should precede the date, also with a space between the two (e.g. AD 499). If the date is approximate, indicate this with 'c.' followed by a space and the date; in this case both BC and AD follow the date (for example, c. 733 BC; c. 353 AD).

Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple').

Please note also the following forms:

Thursday, 12 November 1966

1960s (not 1960's)

1547-9; 1382-1420; 1910-18

Italics

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised. Exceptions to the use of italics are:

when the word is part of a foreign language quotation

when the word has already been sufficiently assimilated into the English language

Quotation marks

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g. 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

Figures (images, tables)

Graphs should be in black and white or greyscale, and produced at a high resolution, at least 600 dpi. Tables should be in portrait layout. Print out electronic images and graphs and check them before submission.

The volume layout will be in two columns for text, and in one or two columns for figures (including tables and photos). Thus there is the option of having figures the width of either one column (80 mm width) or two columns (170 mm width). Prepare figures accordingly, and be sure to indicate intended size if not provided in the correct size (for example a large photograph). All artwork should be provided electronically if possible (scanned etc.).

The following file types are acceptable for figures:

Excel or Word

Use for tables with Arial font, preferably in point size 9, and no less than 8 (to bring the table within the width of the printed page).

Excel

Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

Adobe Illustrator

Convert to black and white; do not submit in colour. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a .pdf file.

Adobe Photoshop

All formats are acceptable.

.pdf files

Use high resolution only. Embed all fonts and do not compress images when distilling.

TIFF, EPS

These are the preferred formats for scanned images.

Scan photographic prints at 600 dpi, slides at 1200 dpi.

Scan black and white line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

(JPEGs are acceptable if saved to maximum quality.)

Submit the image in the size it is intended to appear.

Captions: All figures, tables, and illustrations must have a numbered caption.

Number illustrations, figures, photos and tables in one sequence and refer to them all as Figures. Do not use 'Table' or 'Plate'. AVOID sub-numbering such as Figure 7a, Figure 7b, call them Figure 7 and Figure 8. Capitalise and do not abbreviate 'Figure' in the text. Ensure that there is a numbered reference to each figure and table in the text.

Copyright: All illustrations that are not the author's own photographs or drawings must have copyright clearance. It is the responsibility of the author to obtain this clearance. Illustration captions or a List of Figures should cite necessary copyright information.

Referencing

Please use the Harvard referencing system!

Use Harvard style (author and date, page number) followed by end-of-chapter bibliographies. Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...'. Note the use of a comma between the date and page number/s, NOT a colon.

Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck et al., 1988; Bahn and Pettitt 2003; Wymer 1982).

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Examples of the required bibliography format are given below. Please ensure that all references are complete. Use a comma rather than a colon between volume and page numbers. DO NOT use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors' names and make sure there are spaces between them as well. Thus for example, use M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood.

Note that for an international audience all journal and series titles must be written out IN FULL, e.g., 'International Journal of Osteoarchaeology', NOT 'Int. J Osteo.', and 'British Archaeological Reports', NOT 'BAR'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

Thesis

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD thesis, University of Groningen.

Journal article

Cruise, G. M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299–313.

Book

Lamb, H. H. and Tessler, L. 1987. *Weather, Climate and Human Affairs*. London, Routledge.

Edited book

Fairbairn, A. S. (ed.) 2000. *Plants in Neolithic Britain and Beyond*. Oxford, Oxbow.

Section in book

Foster, I. D. L. and Grew, R. 1990. Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.), *Soil Erosion of Agricultural Land*, 36–56. New York, Wiley.

Section in book with multiple editors

Fruyt, D. W. 1997. Ofnet: evidence for a Mesolithic massacre, in D. L. Martin and D. W. Fruyt (eds.), *Troubled Times: Violence and Warfare in the Past*, 181–216. Amsterdam, Gordon and Breach.

Section in book if editor unknown

Serre-Bachet, F., Guiot, J. and Tessler, L. 1992a. La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93–119. Paris, Musée du Monde.