

NOTES FOR CONTRIBUTORS TO LAMAS *TRANSACTIONS*

1. LAMAS *Transactions* publishes articles on the archaeology and local history of the Greater London area. People interested in submitting a contribution are encouraged to discuss the textual and illustrative content with the Editors prior to submission.

Contributions should be sent to the Archaeology/Local History Editors:

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Note, on submission authors must state whether there is funding available towards publication costs; it is expected that commercially-based reports/research will come with funding at the rate of £40 a page (to calculate length: *c.*800 words = 1 page; total no. of tables/figures can be divided by 1.5 to give approx. no. of pages in *Transactions*).

2. All papers will be read by a referee. Although suggested changes and amendments will be discussed with authors, the Editors reserve the right to make reasonable changes without consultation.

3. All authors will be required to sign a Licence to Publish form and are advised that it is their responsibility to obtain written permission from copyright holders of any text, line art or photographs they wish to use in their article.

4. Electronic submission of articles on computer disk or by e-mail is usual. A clean print-out should also be supplied for editorial use; this should be on A4 paper, printed on one side only, in double spacing throughout, with generous margins all round. The electronic and hard copy should be identical. Editing is done using Word. Disks using other standard systems may be submitted, but to avoid loss of formatting it is recommended that whenever possible authors output onto the disk in Word.

5. Authors will be sent page proofs of their article for checking. Only really essential corrections should be made since the printers levy high charges for author's corrections.

6. Authors will receive six free offprints of their published articles.

TEXT

1. All papers should start with a summary of their aims, main points and conclusions.
2. If appropriate, include ACKNOWLEDGEMENTS, NOTES and BIBLIOGRAPHY in that order at the end of the article.

3. The **heading** hierarchy in *Transactions* is: **BOLD CAPS; Bold; Italic; Roman.**

4. **Capitals** should normally be used for buildings – St Paul’s Cathedral; Westminster Abbey; St Stephen’s Church; Whitehall Palace – and for titles or offices – Sir Christopher Wren; King George III; Lord Nelson; Archbishop Laud, but when referring to ‘the king’ or ‘the archbishop’ use lower case.

Distinguish between the Continent (*ie* Europe) and other continents. Note also the Second World War, and the City when referring to the ancient city of London.

Fig, Pl, and No., should be used only to denote items in the present volume; use fig, pl, and no. when referring to other works in the bibliography *etc.*

5. When referring to archaeological periods, use upper case – Mesolithic, Upper Palaeolithic, Bronze Age *etc.*

BC should always follow the date and AD precede it. Dates up to 1000 are preceded by AD (i.e. AD 886), but AD is not necessary after 1000.

6. Cardinal points should be indicated by capital letters without full points or hyphens: N, NE, NNE.

7. All **abbreviations** from Latin are in italics, with no full stops. The exception is *c.* (*circa*); otherwise *qv* (*quod vide*); *etc* (*et cetera*); *eg* (*exempli gratia*); *et al* (*et alii*); *ibid* (*ibidem*); *ie* (*id est*). Abbreviations from English words are **not** in italics and only No. (Number) has a full stop; otherwise Nos (Numbers); Fig (Figure); Figs (Figures); Pl (Plate); Pls (Plates); ms (manuscript); mss (manuscripts); pers comm (personal communication); fol (folio).

Note: St (Saint) and Pt (Part) are usually written in full in the text, but abbreviated in notes, cross references, and bibliographies.

8. English **spelling** is preferred to American, *ie* ‘ise’ rather than ‘ize’: organise, specialise.

9. **Hyphens** should be used as little as possible. Except for very unusual compounds, ‘Re’ words are **not** hyphenated: reused; reworked; reorganised.

Compound adjectives comprising numerals have a hyphen after the numeral: a 2nd-century building; a 10m-long plank.

Compound nouns made up from verbs should normally have hyphens after the verb to prevent possible confusion: building-material; watching-brief; make-up.

Other compound nouns or adjectives have hyphens only if there is a possibility of ambiguity: top-plate; cross-brace.

10. **Units of measurement** never have stops: m; mm; ha; kg; in; so too OD (Ordnance Datum).

The metric system should be used for all measurements but imperial measurements can be added in brackets if this seems useful (as, for example, in the description of a building originally built in some rectangular or recurring multiple of a foot).

11. With **numbers**, if the context is 'precise', use words for *one* to *ten* and numerals thereafter: 11, 111, 1,111, 1,111,111. If the context is 'loose', use words throughout: over a hundred soldiers; nearly two million people. The same rules apply to ordinals: first, tenth, 11th, 20th, 175th. For centuries use numbers throughout: 1st century, 10th century, 19th century. For dates use cardinal numbers, expressed as 2 January 1762 (not 2nd Jan., 1762).

Periods of time, such as 'nineteen thirties' should be written numerically: 1930s.

When writing decimals, use minimum number of decimal places: 1.2m (not 1.20); 5kg (not 5.0). But where the degree of accuracy has been stated explicitly, use a consistent number of decimal places: 1.5–2.0m; from +10.08m to +11.00m OD; weights of 5.000, 4.927 and 3.989kg respectively.

In page and figure references, where a range of numbers appears, use the full number 1 to 20 and minimum change thereafter: 5–10; 10–15; 15–20; 20–5; 20–30; 100–5; 100–25; 100–200.

12. Percentages should be indicated thus: %.

13. Short **quotations** should be in roman with inverted commas. Longer quotations (in excess of two lines) should be inset and separated from text by line space above and below; they should be in roman but without inverted commas. Single inverted commas should always be used, except for a quotation within a quotation where double inverted commas should be used. Commas and other punctuation at the end of a quotation and not part of the original should be placed *outside* the final inverted comma.

In quoting extracts from printed sources the original should be followed for spelling, punctuation and capitals.

In quoting extracts from documents the original spelling should be followed in all cases, except that

the normal abbreviations used in medieval and later hands should be extended without notice. In the case of place-names whose extension is doubtful it is permissible to use a superior comma to follow the last certain letter. The capitals and punctuation (unless the latter is quite clear and consistent in the original) should conform to modern practice.

REFERENCES

1. LAMAS *Transactions* uses the Harvard system of references. References inserted in the text should contain the author's surname, date of publication, page and/or figure or plate number within parentheses – *eg* ‘... London example (Orton 1982, fig 18) ...’ In the case of two authors, use the ampersand (&) to join the names; in the case of multiple authorship, use the form ‘first name *et al*’.

2. The references should be detailed in a comprehensive bibliography at the end of the article. The bibliography must be in the following form: (1) author(s) surname in capitals; (2) date of publication in parentheses; (3) first name initials and surname in upper and lower case Roman type; (4) title of work in italics if a book, roman within inverted commas if an article. When references refer to a periodical, the title, and the volume number (in arabic numbers) should also be supplied, *eg*:

SALZMAN (1952), L F Salzman *Building in England Down to 1540*

JONES (1968), C D Jones ‘The development of Roman London’ *Trans London Middlesex Archaeol Soc* 37, 16–44

Periodical titles should be abbreviated as laid down by the Council for British Archaeology.

The bibliography must take the following order: (1) alphabetically by author's surname, (2) alphabetically by initials, (3) chronologically. Joint publications should follow single-author publications; in the event of more than one work by the same author(s) in the same year, letters ‘a’, ‘b’, ‘c’ *etc* should be appended to the year, *eg*:

SMITH (1976), G Smith ...

SMITH (1985a) ...

SMITH (1985b) ...

SMITH (1957), J Smith

SMITH & JONES (1954), J Smith & G Jones ...

3. LAMAS *Transactions* allows an exception to the Harvard Style for references for local history articles. If the paper contains many references which the author feels will impede easy reading of the

text, references can be given as superscript numbers in the text and detailed in the NOTES at the end of the paper – eg ‘... by 1851 John Hill was farming 412 acres ...’⁶ / ⁶ Public Records Office HO/107/1700 .

TABLES

Tables often need rekeying; they should be supplied in a separate file and a clear print-out on separate sheets provided. Table positions should be noted in the margin of the print-out.

ILLUSTRATIONS

1. The type area of a page in *Transactions* measures 208 x 138 mm. All artwork should be designed to be reduced to or within such a space. Fold-outs are very expensive and should be avoided.

Transactions can incorporate half tones and line drawings; use of colour is usually subject to special funding, and should be discussed at an early stage with the appropriate editor

2. Electronic submission of artwork is welcome but this must be on CD and a printed version must also be supplied. Files should ideally be Tiff or Jpg and designed for black and white reproduction; EPS files are also acceptable but content (including fonts used) should be encapsulated. Line drawings in particular should be saved at the highest resolution possible — ideally 1200 dpi or above.

3. Scales in metres should be provided on plans. All plans and maps must include a north point.

4. Fig. positions should be noted in the margin of the print-out. Captions for all illustrations should be typed as a separate list.

5. If the illustration proposed is still in copyright, it is the author’s responsibility to obtain permission to reproduce (both in print and on the Web) from the holder of the copyright.

05/11/2009