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**Notes for Contributors**

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*Church Archaeology* is the annual journal of the Society for Church Archaeology. It publishes articles on church archaeology in its widest sense. It aims to provide up-to-date news and a forum for debate on all aspects of the subject including recent research and fieldwork results, conservation issues and methodology. Though primarily UK-wide in scope, papers on religious archaeology and buildings in Europe or elsewhere are welcomed.

It was agreed at the inception of the Society that the journal would not normally be an appropriate vehicle for full ‘excavation’ reports, unless set in a wider context or having wider implications, and then also subject to length. Instead, it would concentrate on synthetic papers - interpretation reinforced, as necessary, by reference to evidence published in full elsewhere.

**Referees** – the journal is academically refereed, with each article submitted to two readers. Referees’ comments will be sent to authors but will remain anonymous; in the rare case of conflict the Editors’ decision is final. Authors may be asked to rework or revise articles following the referee’s comments. The decision of the Editor and the Executive Committee of the Society for Church Archaeology is final.

**Contributions** will probably fall into one of the following categories, although the distinction between Main and Shorter is not immutable.

*Main articles* – unpublished material, primarily results of recent research, new interpretations or syntheses, original discussions of methodology, conservation issues or technical developments. Between 6000 and 9000 words long, they should be fully illustrated (normally up to 8 figures, but more will be considered if appropriate).

*Shorter articles* – reports of major work in progress (whether fieldwork or research), comment on current philosophies or events, discoveries, conservation issues, individual case studies etc. These should be between 3000 and 4500 words long with illustrations (up to 4 figures but more will be considered if appropriate).

*News pieces* – up to 2000 words drawing attention to new projects, discoveries, conservation and management issues, events and experiences. This section will include short interpretative summaries of the results of recent work, but must have some substance to them to be accepted. News pieces reporting on work at individual sites should be of more than local interest. For example, they may explore a particular regional phenomenon and seek further instances, or postulate general interpretations with wide application. Alternatively, a single site may be used to illustrate a general issue. Photographs or illustrations should be supplied where relevant.

*Comments and Letters* – usually of no more than 1000 words are welcomed concerning topical matters and recent articles in Church Archaeology. While these may be thought-provoking they must be polite.

*Book reviews / notices* – substantial reviews of recently (normally within the last year) published books (generally up to 1500 words) and brief notices of new books.

**References** should use the Harvard system with names and dates given in the body of the text, eg (Smith 1990, 351) and full references listed in a bibliography at the end of the article as follows:

Bloggs, J, 1997, *A corpus of 18th century coffin handles*, Oxford

Rodwell, W, & Rodwell, K, 1982, St Peter's Church, Barton upon Humber: excavation and structural study, 1978–81, *Antiq J*, **Ixii**, 283–315

See bibliographic style note.

Notes should be avoided wherever possible, but endnotes may be accepted for major and shorter articles where necessary.

**Punctuation** should be simplified as in References above.

**Illustrations** should be of high quality and clearly numbered in the order of their appearance, and with the author's name and article title. They must be marked in the text where the author would ideally like them to be placed and numbered captions must be provided. They are normally to be prepared to allow reproduction as:

1. Full page,
2. Across one column of two,
3. Across two columns of two,
4. Across one, two or three columns of a three column grid (*Book Reviews only*).

Size and placing of final reproduction will be determined by the Editors but suggested reductions may be indicated. Any necessary cropping of illustrations should be indicated by the author but this may be amended by the Editors. ***It is the author's responsibility to ensure that permission to reproduce an illustration has been obtained and paid for (proof of this may be requested) and appropriate credits must be supplied.*** Please note, the journal is now also available open access online (via the Archaeology Data Service) and also through EBSCOhost, and as such all illustrations and images should have copyright permission for this. It is the author's responsibility to organise this or to clearly communicate which images cannot be used online. The Editors may request changes to the images used to ensure they can be used in the online publication.

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*Photographs* – reproduction can be both monochrome and colour, and digital versions are preferred over slides or prints. Images should be of good quality and resolution,

and of as high a dpi as possible to allow reduction down. Digital copies can be emailed or sent via an online transfer website (such as wetransfer.com), but the originals may be required.

*Return of Illustrations* – authors must indicate whether they want original illustrations returned to them.

**Proofs** – the principal author will be sent a single copy of the edited text for correction and return to the Editor. *No page proofs will be provided. It is the author's responsibility to provide any necessary recommendations on layout / picture size.*

**Copyright** of the content of any article will remain with the author and typography with the Society for Church Archaeology.

**The Society regrets that, due to the cost, it is unable to supply more than one offprint without charge.** The principal author of each main or shorter article will receive a copy of the relevant issue of the journal and additional issues can be purchased at a discount. Further offprints may be available, costed according to the length of the article. A digital offprint of the paper will also be made available to the author, to distribute as the author wishes (including hosting it on other websites).

**Submission** - contributions should be submitted by email (Word or RTF [Rich Text] format) together with illustrations. Authors should contact the Editor if they are unable to supply contributions in the above formats in order to discuss possible alternatives. Any storage device submitted should be clearly marked with the author's name and the article title.

**Material** for consideration should be sent to  
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# Church Archaeology

## Examples of Bibliographic Style

### **Book:**

Armstrong, P, Tomlinson, D, and Evans, DH, 1991, *Excavations at Lurk Lane, Beverley 1979-82*, Sheffield Excavation Reports 1, Dorchester

In-text citation: (Armstrong et al 1991, relevant page numbers)

### **Edited book:**

Branigan, K, & Darne, MJ (eds), 1992, *Romano-British Cavemen: Cave use in Roman Britain*, Oxford.

In-text citation: (Branigan and Darne 1992, relevant page numbers)

### **Book section:**

Kettle, A, & Johnson, DA, 1970, 'The Cathedral of Lichfield', in MW Greenslade (ed), *VCH, Staffordshire*; 3, 140-149

In-text citation: (Kettle and Johnson 1970, relevant page numbers)

### **Journal article:**

Edwards, N, 2000, 'New Research on Stone Sculpture in Wales', *Church Archaeology* 4, 60-2

In-text citation: (Edwards 2000, relevant page numbers)

### **Printed Edition:**

Bede, *Historia Ecclesiastica Gentis Anglorum*, ed B Colgrave and RAB Mynors (1969), Oxford

In-text citation: (Bede, relevant page or section numbers)

### **Website:**

WS1 *Carved Stones: Scottish Executive Policy and Guidance*, May 2005: [www.historic-scotland.gov.uk/index/carvedstonespolicy](http://www.historic-scotland.gov.uk/index/carvedstonespolicy) (Last viewed 06.06.05)

WS2 *Carved Stones in Scotland* [www.carvedstonesscotland.org](http://www.carvedstonesscotland.org) (Last viewed 17.05.05)

In-text citation: (WS1, WS2)