

# **GUIDELINES FOR CONTRIBUTORS TO *THE MONMOUTHSHIRE ANTIQUARY***

## **Introduction**

The following 'Guidelines' are intended to aid both potential authors and the editorial committee of *The Monmouthshire Antiquary*. Over the years, minor changes to the 'Guidelines' have been made, but developments in technology, as well as new ideas about editorial conventions, have prompted a major review which has resulted in the 'Guidelines' printed below.

Although these 'Guidelines' are as comprehensive as possible, every issue cannot be covered, or in some cases anticipated, so necessarily other decisions will be made by the editorial committee as need arises.

## **Aims of the Association**

1. The Association aims to publish articles of a high academic standard relating to the history, archaeology and architecture of Gwent/Monmouthshire, annually in *The Monmouthshire Antiquary*.

## **Timetable**

2. *The Monmouthshire Antiquary* is usually published in March or April. Articles should be submitted to the chairperson of the editorial committee or the honorary secretary of the Association by 31 August of the previous year, although in exceptional circumstances, an extension of this deadline may be allowed provided that it does not compromise *The Monmouthshire Antiquary's* publication date.

## **Assessment and Evaluation**

3. Articles will be referred to a specialist in the same field for assessment and evaluation. The Association will protect the anonymity of assessors, and reasons for refusing an article for publication will not be given. The acceptance of an article for publication may be conditional upon corrections/amendments being made in accordance with the assessor's advice.

## **Preparation of Articles for Submission**

4. **Length of articles.** Articles should not exceed 8,000 words in length, unless by prior agreement with the editorial committee.

5. **Text.** Articles should be word-processed on one side only of A4 paper, in 1.5 spacing with wide margins. Footnotes should be inserted at the bottom of each page. Text may be emailed to the editorial committee or honorary secretary of the Association, or submitted on CD or on a memory stick. The word processing software used should be Microsoft Word.

6. **Graphs, tables, maps and plans.** When preparing these, authors should bear in mind the page size of *The Monmouthshire Antiquary* – 183mm x 240mm. Tables should be numbered in Arabic, e.g. Table 9 as should, e.g., Plate 1, Map 2, Fig. 3.

7. **Photographs and other illustrative material** must be of a standard suitable for publication. Line drawings and maps should be supplied as EPS (encapsulated postscript files, i.e. vectored images) and photographic images as Jpeg 300+ dpi saved to fit *The Monmouthshire Antiquary's* page size. The Association reserves the right to reject articles with illustrative material that does not meet these criteria.

8. **Positioning of illustrative material.** Photographs etc. should not be embedded in the text of an article, though authors may indicate where amongst the text they would wish them to be placed. However, the final decision on the placement of illustrations rests with the honorary editor.

9. **Mono.** Usually, illustrations should be submitted in mono. The Monmouthshire Antiquarian Association does not print illustrations in colour unless funds can be found to cover the additional cost.

10. **Submission of illustrations.** These should be sent to the editorial committee separately from the text of an article, preferably on CD.

### **House Style**

11. **Capital letters and lower case.** The Monmouthshire Antiquary favours lower case whenever possible, though titles and ranks are capitalized when they precede a personal name e.g. Earl William, Bishop Dominic. However, lower case is used when a rank or title is not accompanied by a personal name, e.g. the bishop of Monmouth, the duke of Beaufort.

Capital letters should be used for periods of time and events, e.g. the Middle Ages, the First World War. Geographical areas which are political or administrative

entities should also be capitalized, e.g. East Sussex, Vale of Glamorgan, but lower case should be used for southWales and northWales.

Otherwise, the editorial committee will decide when to use capital letters and when to use lower case. Once made, these decisions will be applied consistently throughout a journal.

12. **Numbers.** Up to ninety-nine, numbers should be written out in full, unless they are statistical, part of a list, or percentage. Even if 100 or over, numbers at the start of a sentence should be written out in full.

13. **Dates.** In the text these should be given in the form: 28 October 1847; the 1890s; nineteenth-century Caerleon. In footnotes, the 19th cent. is preferable and months should also be abbreviated. i.e. Jan., Feb., Apr., Aug., Sept., Oct., Nov. and Dec. March, May, June and July should not be abbreviated.

14. **Quotations.** Short quotations in the text should have single quotation marks, although quotes within quotes, should be indicated by double quotation marks. Longer quotations (i.e. of more than three lines) should be printed as a separate indented paragraph without quotation marks. In quotations, punctuation and spelling should be reproduced exactly as the original.

15. **Footnotes.** In footnotes, the title of a publication should be given in full on the first occasion that it is cited, but may be abbreviated subsequently, e.g. *The Monmouthshire Antiquary* may be cited later as *Mon. Ant.*; *Archaeologia Cambrensis* as *Arch. Camb.*; and *Archaeology in Wales* as *Arch. Wales*.

#### **Examples of the style of bibliographical references in footnotes:**

Lloyd, J.E. and Jenkins, R. (eds), *The Dictionary of Welsh Biography down to 1940* (The Honourable Society of Cymmrodorion, London, 1959) 404-5.

Redknap, Mark, 'The medieval wooden Crucifix figure from Kemeys Inferior and its church', *The Monmouthshire Antiquary*, XVII (2000) 11-43.

With some publications, volume and part numbers are regarded as part of the title, e.g.

Bradney, Sir J.A., *A History of Monmouthshire Volume 3 Part 2 The Hundred of Usk (Part 2)* (Mitchell Hughes and Clarke, London, 1923, reprinted by Merton Priory Press, 1993) 218.

Williams, Chris and Williams, Sian Rhiannon (eds), Griffiths, Ralph A. (general ed.), *The Gwent County History. Volume 4. Industrial Monmouthshire, 1780-1914* (University of Wales Press on behalf of the Gwent County History Association, Cardiff, 2011).

A published conference paper may be cited thus:

Berger, G.A. and Russell, W.H., 1987, 'Some conservation treatments in the light of the latest stress measurements'. In ICOM Committee for Conservation (eds), *Preprints [of the] 8th Triennial Meeting ICOM Committee for Conservation, Sydney, Australia, 6-11 September 1987* (Los Angeles, Calif.: Getty Conservation Institute on behalf of the ICOM Committee for Conservation) 1:127-36.

16. **Bibliographies.** The authors of archaeological articles may use the Harvard system of referencing. Bibliographies following archaeological articles should therefore be presented as follows:

Evans, C.J.O., 1953 *Monmouthshire. Its History and Topography* (Cardiff).

Nicholls, R.V., 1979 'A Roman Couch in Cambridge', *Archaeologia*, 106 (1979) 1-32.

17. **Place-names.** Authors may use Welsh or English versions of Gwent/Monmouthshire place-names as appropriate. For the Welsh version of place-names, authors are advised to use as a guide, Davies, Elwyn (ed.), *A Gazetteer of Welsh Place-names prepared by the Language and Literature Committee of the Board of Celtic Studies of the University of Wales* (University of Wales Press, Cardiff, 3rd edit., 1967). If the Welsh version is substantially different from the English, the latter should be given in brackets after the Welsh, e.g. Llangatwg Dyffryn Wysg (Llangattock nigh Usk). Similarly, the Welsh version may be placed in round brackets after the English.

Please note legislation and policy which secures equality of status with English for the Welsh language. See especially *Welsh Language Act 1993*; *Government of Wales Act 2006*, s. 78; *Welsh Language (Wales) Measure 2011*; and *Welsh Language Strategy 2012-17*, 'A living language: a language for living'.

18. **Use of italics.** These are used in a number of ways in *The Monmouthshire Antiquary*: for single words or phrases in any language other than the language in

which the paper is published; for the names of ships, hotels, inns e.g. HMS *Monmouth*, *Star Inn*; to emphasize *see* or *See*.

### **Authors' Responsibilities**

19. **Guidelines for Contributors to *The Monmouthshire Antiquary*.** Authors who wish to submit articles to be considered for publication in *The Monmouthshire Antiquary* should first obtain a copy of the 'Guidelines' from the editorial committee or honorary secretary of the Association. The 'Guidelines' are published in *The Monmouthshire Antiquary*, although it should be noted that those published before vol. XXIX (2013) have been superseded; Authors are asked to respect these 'Guidelines' when preparing articles with publication in *The Monmouthshire Antiquary* in mind.

20. The research on which an article is based must be the author's/authors' own.

21. **Copyright and On-line publishing.** The Monmouthshire Antiquarian Association participates in ArchLib, an on-line publishing scheme run jointly by the Council for British Archaeology and Society of Antiquaries of London, and it anticipates in the future participating in other on-line publishing projects. By accepting an offer of publication in *The Monmouthshire Antiquary*, authors are deemed to be giving their permission for material in which they have a copyright interest to be reproduced on-line.

It is an author's responsibility to obtain all the necessary permissions to quote from documents and to reproduce illustrative material in *The Monmouthshire Antiquary*, as well as establishing what form of acknowledgement that the institutions involved require. At the same time, institutions whose permission to reproduce their copyright material in *The Monmouthshire Antiquary* is being sought, should be asked if this material could also be reproduced on-line.

The Association cannot assist either with the costs of photography or with the payment of reproduction fees to institutions.

22. **Proof-reading.** Authors will receive first proofs of their article for checking. They are requested to do no more than correct printer's errors, unless by prior agreement with the editorial committee.

23. **Deadlines.** When a journal has gone to press, authors must observe the deadlines indicated by the editorial committee.

### **Off-prints**

24. Authors of published articles will be given ten off-prints of their article free of charge.

### **Style, lay-out and design of *The Monmouthshire Antiquary***

25. This is at the discretion of the editorial committee and will be determined in such a way as to ensure consistency throughout the journal, value for money and ease of consultation.

The Editorial Committee is chaired by Mr Tony Hopkins at Gwent Archives, Steelworks Road Ebbw Vale Blaenau Gwent NP23 6AA. They can also be accessed by emailing the secretary of the Association at [janet.bailey3@btinternet.com](mailto:janet.bailey3@btinternet.com)