

**SUBMITTING ARTICLES TO *THE ARCHAEOLOGIST***

The forward programme for the themes for issues of *The Archaeologist* is agreed 12 months in advance. The magazine contains

- Feature items relating to the theme
- Cifa news
- Member news
- Registered Organisations news

This guidance provides information on submitting each type of article.

If you are interested in writing a contribution, please contact us to discuss the timing and length of the piece prior to preparing an article. Although we try to accommodate all articles, the programme of content is agreed in advance and sometimes we do not have room in the next couple of issues.

Each issue of *The Archaeologist* includes a summary of what the theme will be for the following issue with invitations to contribute to articles.

**Deadlines for 2019 and 2020**

2019	2020
TA107 1 April	TA110 1 April
TA108 1 August	TA111 1 August
TA109 1 December	TA112 1 December

**Feature articles**

Feature articles relating to the theme are compiled by guest editors or submitted by members/readers.

Contributions should include:

- Edited text in Word doc or saved as an .rtf file meeting the required word length
- Images, sent as separate, high resolution files in .jpg, .pdf or .tiff format
- Copyright information and figure headings
- Authors images, sent as separate, high resolution files in jpg, pdf or tiff format
- Author profiles

Articles

There are no hard and fast rules about writing articles for *The Archaeologist*. We aim to provide an informative magazine which highlights new practice and techniques.

Feature articles relating to the theme range from 350 to 1050 words (1-3 pages).

The magazine is 32 pages long (including 4 pages for the cover), so we are careful about the length of articles and cannot easily accommodate content which is considerably longer than expected. Text which is more than 10% over the expected word length will be returned to the authors for further editing before resubmission.

We will edit your text to ensure it is written using a consistent house style and may suggest some changes to content. Authors will receive a copy of edited text prior to page layout if substantial changes have been made to check for any errors. Due to time pressures, we do not normally circulate page proofs of the final layout, but if you feel this is necessary then please let the editor know well in advance.

All authors should provide a short (100 word) profile, including their name, post nominal, job title and a short biography. For examples, please see recent editions of the magazine. Authors should also provide a portrait image (see below for image guidelines).

### Images

Images brighten up any article, both in terms of reading the text, supporting the main points and in the design of the magazine. Obviously, there are always options for which images to choose and as long as the shots are engaging, well framed pictures and can be sent in **high resolution**, there are no rules as to what can be included (within reason).

When we put together articles, we think in pages and what the layout could look like. Each standard page will include 350 words of text and up to two images. Layouts change depending on the types of images, type of article and the overall length – we recommend you have a look over recent editions of the magazine to get an idea of the kind of layout we use.

As author it is your responsibility to check and provide **copyright** for all images used. You should seek **permission** where it is needed, and make sure that anyone in the photograph is happy for it to be included in the magazine (or that you have already asked permission from them to use images how you see fit).

We aim to include **two images for every 350** words, please provide a good range of images which illustrate your article depending on the word length you are writing.

We also ask authors to provide a **portrait image** of themselves to add to the contributors section. As with other images, these should be of high resolution and show the author clearly – we ask for head and shoulders images but we know some people like to use working shots, which is fine!

Images should be sent as separate, high resolution files in jpg, pdf or tiff format. Please ensure that the image filenames are cross-referenced with the image headers at the end of the main text file, and always include copyright information. Images should be CMYK as they will be used for print media.

If you have any queries about use of images, please contact the alex.llewellyn@archaeologists.net

### **Member news**

Each issue includes news from members or a group of members who are applying from a specific area/specialism or contributing to ClfA activities.

We aim to include a range of Member profiles in each edition, around 120-180 words in length. **The articles should not be advertising services**, but should be informative and genuine news. New members are also encouraged to provide a short profile and inform readers as to their new membership.

As with the feature articles we ask you to provide a high-resolution **portrait image** (head and shoulders) but again use working shots are fine if you prefer.

Member news should be sent to Lianne Birney ([lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net)).

### **Registered Organisations**

We are also keen that each issue of TA includes news from our Registered Organisations. Ideally, we like to include a RO Spotlight – 700 words of innovative practice, new ideas, insights into an organisation (plus 3-4 images). If you would like to include a Spotlight article, we recommend you get in touch with the editorial team in advance as these slots tend to get booked up quickly!

We also include shorter RO updates – this can be news (such as new RO membership, a new office, change of staff) or talking about a new project, but is strictly **not** free advertising space. Articles which are deemed to be advertising will be rejected.

Our Registered Organisations update articles tend to be up to 200 words in length and should include one image.

Registered Organisation news should be sent to Kerry Wiggins ([kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net)).