

## Britannia Notes for Contributors

### I. Articles and Shorter Contributions

1. Contributions should be sent to the Editor, Professor B.C. Burnham, Britannia, Cwmann, Lampeter, Ceredigion SA48 8JN (b.burnham123@btinternet.com). All submissions should include the author's name at the beginning and address at the end, including e-mail address. All papers will be subject to a refereeing process, and may be discussed at meetings of the Editorial Committee. The refereeing process necessarily takes time, and contributors should allow at least three months for this process. Detailed comments from referees are normally forwarded to the contributor, anonymously, by the Editor. Papers may be submitted at any time during the year; potential contributors may wish to discuss scheduling with the Editor in advance of submission. In order to protect the interests of authors, the Society requires all authors to sign a form assigning the Society an exclusive licence to publish (not copyright); if a paper includes textual or illustrative material not in the author's copyright, permission must be obtained from the relevant copyright owner for the non-exclusive right to reproduce the material worldwide in all forms and media.

2. Excavation reports will be considered for publication if they are: (a) concise; (b) of national importance and/or offer a significant element of contextualisation and synthesis. Additional parts of the report can be placed online (see 7 below), but the main argument of the report submitted for publication in *Britannia* should be free-standing and should contain enough information to be coherent without reference to the supplementary material. It is essential that authors discuss proposed contributions with the Editor at an early stage: many excavation reports, even if clearly of national importance, will not be suitable for inclusion in *Britannia*.

3. Electronic submission of articles/shorter contributions is the norm at the refereeing stage; this can be on CD or as an e-mail attachment. On occasion the Editor may request a hard copy if fonts, tables or illustrations make this desirable. Documents should be submitted in Word. *Britannia* style should be followed, but complex layout should not be attempted. Notes will appear as footnotes but should be presented as endnotes. Tables should be supplied in a separate file. Figure and table positions should be highlighted in the text.

4. On final submission papers should be complete in every particular. Every alteration made by an author in proof means higher production costs. The Society retains the right to charge authors for corrections/additions in proof in excess of £1 a page. Printer's errors are marked separately and the costs do not fall on the Society. All proof corrections and additions are subject to the jurisdiction of the Editorial Committee. It is expensive to insert cross-references to pages at proof-stage; they should therefore be avoided if possible. Unless there are exceptional circumstances first proofs only will be submitted to contributors.

5. All articles and shorter contributions should include an abstract (c. 120 and 80 words respectively) and c. 4–8 keywords. For style refer to previous copies of *Britannia*. Note, the language of publication will normally be English. Publications are to be cited by the author's name and the year of publication followed by the specific page or pages in a numbered footnote (e.g. Jones 1980, 6–9). The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper; journal names should be given in full in the bibliography. Page references should only be given in the footnote if the reference is to a specific page or pages. Full page references of articles etc. should appear in the bibliography (f. and ff. should not be used to indicate following pages). Authors' initials should only appear in the footnotes if the bibliography contains two or more authors with the same surname (e.g. J. Smith 1990). For joint authorship give both names, for multiple authorship Jones *et al.* is acceptable in the footnotes but all authors should be listed in the bibliography. a, b, c etc. should be used to distinguish several works of the same year (e.g. Smith 1990a). Historical sources should appear in abbreviated form in the footnotes with full references in the bibliography.

6. Illustrations. The type area of a page in *Britannia* measures 194 by 138 mm. All drawings and photographs should be designed to be reduced to or within such a space. Scales in metres should be provided on plans and be long enough for any likely use. Illustrations do not need to be titled, captions should contain this information. Use of colour in the print journal is expensive and must be discussed with the Editor on submission; illustrations submitted in colour will normally be reproduced in black and white in the print journal and colour online. Electronic submission of artwork is preferred, but this must be on CD and a printed version must also be supplied. Line artwork should be submitted as tif or eps files at 1200 dpi (black and white for line drawings; grayscale for line/tone). Black and white halftones should be submitted as tifs (grayscale) at a minimum 300 dpi. Colour images should be in CMYK colour. All electronic artwork should be sized to final publication size; reproduction size should be indicated on the hard copy. (For further information on artwork see instructions for Authors [Cambridge Journals Artwork Guide] on [www.journals.cambridge.org](http://www.journals.cambridge.org))

7. Supplementary material (catalogues, tables, illustrations etc.) which supports the article but cannot be included in the print journal for reasons of space may be published online as an attachment to the electronic journal. Any such material must be submitted as a single file (e.g. pdf) in the form it is to appear online. See Appendix below. Authors planning to submit supplementary material should contact the Editor.
8. Contributors will receive a pdf offprint of their article. Paper offprints will not be provided.
9. Please visit [Open Access Publishing at Cambridge](#) for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

## **II. Roman Britain in 20xx**

### *(a) Inscriptions*

1. Information should be sent to Dr R.S.O. Tomlin, Wolfson College, Oxford OX2 6UD (roger.tomlin@wolfson.ox.ac.uk), as soon as the inscribed material is ready for reporting, or at latest before 1 March of the year following discovery. See (b) 2a–f below for details required.
2. When photographs are taken the light should be raking and, where possible, from the left and well above the horizontal axis.
3. The principles which are followed for the inclusion or exclusion of inscriptions on pottery and tiles are set out in *RIB* I, p. xvii, s.v. scope (d) 1–4.

### *(b) Sites and discoveries*

1. Information about sites explored and finds other than inscriptions should be sent to Mr E. Chapman, Department of Archaeology & Numismatics, National Museum of Wales, Cathays Park, Cardiff, CF10 3NP (evan.chapman@museumwales.ac.uk) (for Wales), Dr F. Hunter, National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF (f.hunter@nms.ac.uk) (for Scotland), Dr P. Wilson, Rarey Farm, Weaverthorpe, Malton, N Yorks, YO17 8EY (pete.wilson@english-heritage.org.uk) (for England Sections 3–4), or Mr P.M. Booth, Oxford Archaeology, Janus House, Osney Mead, Oxford OX2 0ES (p.booth@oxfordarch.co.uk) (for England Sections 5–9), before 1 April of the year following discovery.
2. Information on projects including surveys, excavations, and evaluations that yield substantive evidence for Roman-period activity is welcomed. Reports should be as concise as

is consonant with clarity and comprehensibility and should include information on such topics as significant stratification, dating evidence, evidence for function. They should, though, avoid the level of detail appropriate to an interim or final report. Plans and other illustrations which complement or expand the verbal description are helpful. For large-scale projects a more substantial piece with accompanying illustrative material would be useful. For longer-term, multi-year projects which have reached a significant stage or have terminated, authors might like to consider producing a shorter contribution for the journal. Potential contributors should also consider whether a record of a small-scale intervention with little stratified evidence relating to the Roman period should be submitted.

Correspondents should be careful to include the following details:

- (a) Location of site, including parish and National Grid Reference;
- (b) Name of director(s) of excavations;
- (c) Society or other body sponsoring excavation (where applicable);
- (d) Name of draughtsman/photographer responsible for any illustrations submitted;
- (e) Any previous exploration of the site;
- (f) Recent and forthcoming publications.

3. Dimensions should be given in *Système Internationale* units, e.g. metres (m), kilometres (km), hectares (ha), grammes (g). Non-metric equivalents may also be given where useful for comparison with earlier data.

### **III. Reviews**

The Review Editor is Dr Hella Eckardt ([h.eckardt@reading.ac.uk](mailto:h.eckardt@reading.ac.uk)). Books for review should be sent to the Librarian, Joint Library, Hellenic and Roman Societies, Senate House, Malet Street, London WC1E 7HU.

### **Appendix: Supplementary Material**

Supplementary material which supports an article but cannot be included in the print journal for reasons of space may be published online as an attachment to the electronic journal. Supplementary material might include extra illustrations, tables, lengthy catalogues and specialist reports. Given that supplementary material is exclusively published online, file

types incompatible with print format, e.g. computer generated images, can also be considered.

Since the main article alone will appear in the print journal it must be free-standing and the reader must be able to follow its arguments without reference to the supplementary material; catalogues and specialist data should be included in the article itself if essential to the main arguments.

Although there is no formal limit on the quantity of the supplementary material it is not intended to serve as a project archive.

Authors planning to submit supplementary material should contact the Editor to discuss the content. Supplementary material is subject to the same peer review process and copyright requirements as all primary content.

Supplementary material must be submitted as a single file (usually a pdf) in the form it is intended to appear online. In the main article text a section directing readers to the supplementary material will appear before the references; this will include a link to the online page from which it can be accessed. Further cross-references may be inserted in the main article.

Supplementary material will be part of *Britannia* and therefore its contents and presentation must be of an acceptable standard. It will be included in the refereeing process. Although detailed copy-editing of the supplementary material will not be carried out, the author will be required to make any changes recommended by the editorial team. The supplementary material will not be typeset by CUP; hence formatting should follow the conventions of the main journal as closely as possible.

The file should include a title page listing main authors/contributors and, if lengthy, a table of contents with page references. Page numbers should be preceded by 'D' for digital content. The file should also include a bibliography of all works referred to in the supplementary material.

There is no limit on the use of colour images in *Britannia* online. Figure and table numbers should either continue the numbering in the main text or be numbered separately as ONLINE FIGS. In lengthy texts where the material is divided into sections the illustrations can be grouped at the end of each section.

*Last updated: 21<sup>st</sup> November 2014*