

NAS Monograph Series Guide to Authors

Preamble

The NAS Monograph series is intended for the publication of rather more substantial pieces of work than a paper for an academic journal, but not necessarily amounting to a full-blown book. The intention is that the series should be published as a joint imprint with an established publisher, *Archaeopress*, who are publishers of the BAR series.

A monograph will be devoted to the publication of significant research in the field of nautical archaeology; while that research may cover several topics, for example a group of designated wrecks, there should be a common theme in those research topics which would warrant their being published together. Normally a monograph published in the series should present substantive results, rather than reports on progress. The series will offer a platform for the publication of specific excavation reports. However, the series will not be limited to this and nautical archaeology will for the purpose of the series be broadly defined and would include research into maritime archaeology, ethnography and history.

It is hoped that the series will provide the opportunity for the publication of NAS Part II/ IV reports and appropriate Master's and Doctoral theses and dissertations, together with other material submitted by members of the NAS. There will also be the opportunity for the publication of appropriate reports by licensees.

Editorial Process

The editorial process will be under the general supervision of the Publications sub-committee of the NAS, who are supported by an Hon. Editor.

For each proposed monograph, an initial written proposal is requested, giving a brief CV of the author(s) and an abstract (200–300 words). This proposal will be submitted to the Publications Sub-committee and to the joint publisher for initial consideration. If they consider that the proposal merits further consideration, the author will be asked to submit a Table of Contents and a sample Chapter. The Publications Sub-committee will identify referees. Subject to the approval of the proposal, the author(s) will be asked to prepare and submit the manuscript of the monograph in consultation with the Hon. Editor, who will agree such details as dates of submission etc. The Publications Sub-committee will be kept informed of progress.

Submission of Manuscripts

Authors are requested to submit two printed copies of their monograph double-spaced on single sides of A4 paper. This is for processes of assessment and peer review. Illustrations should be line drawings (black and white) or grey-scale. Only very exceptionally can colour illustrations be considered. The author(s) should indicate clearly where it is intended that illustrations should appear. For references the Harvard system will be followed, with a bibliography. An index is also required. In general house style is that of *IJNA* (see Appendix).

Detailed editing of the monograph will, however, be done on disk and the final version will be submitted by the Hon. Editor to the publisher on disk in a software

format from which the monograph will be directly printed. Authors will, therefore, also be asked to submit their monographs on disk. They are asked to consult the Hon. Editor about the software involved.

Published monographs will be A4. The text will be in Times New Roman 10-point arranged in two columns to a page.

Copyright

Authors will retain the copyright to their work and will receive ten free copies of their published monograph. No royalties will, however, be payable. The Society will retain the right to authorize the republication of a monograph in the series in whole or in part by the Society or by a third-party publisher. Where a monograph includes third-party copyright material, authors will be asked to provide the editor before publication with written confirmation that all necessary copyright licences and permissions have been obtained.

It is expected that NAS members will be entitled to a discount on the purchase price of monographs in the series.

Further Information

For further information, please write to the Hon. Editor:

Dr. Gerald Grainge,
2 Finglesham Farm Barns,
Marley Lane,
Finglesham,
Deal,
Kent. CT14 0NF

(Tel: +441304621002; email ggrainge@aol.com)

Appendix
NAS Monograph Series
House Style

References in the text

Please use the Harvard referencing system. The name of the author and the date of works cited should be given in the text, supported by complete bibliographical details in a separate bibliography. Examples would be Bass (1967) or (Bass, 1967) [where the whole work is being referred to], or (Bass, 1967: 24, fig. 7) [more specific references]. Do **not** use *idem* or *ibid* (though *passim* can be used). For two authors include both names (Trott and Tomalin, 2003). For more than two authors use *et al.* (Bass *et al.*, 1967) in the text, but list all names in the bibliography. If you refer to several works, list them chronologically, but works of the same date alphabetically (Bass, 1967; Jones, 1976; Brown, 1991; Green, 1991; Blue, 2002). Where more than one work by the same author is cited for a particular year, use 1998a, 1998b, etc. Where two or more works cited are by the same author, repeat the name (Martin, 1997; Martin, 2000).

Bibliography

A bibliography should be submitted of all works cited in the text. The following conventions should be adopted:

Monographs

Dunand, M., 1954, *Fouilles de Byblos II 1933-1938*. Paris.

Ellis, R. H. and Doe, J., 1924 (reprinted 1997), *A Short Account of the Lacadive Islands and Minicoy*. Madras.

Collections of essays, or conference proceedings

Haldane, C., 1991, Recovery and analysis of plant remains from some Mediterranean shipwreck sites, in J. M. Renfrew (ed.), *New Light on Early Farming. Recent Developments in Palaeobotany*, 213-233. Edinburgh.

Articles in journals

Haldane, C., 1993, Direct evidence for organic cargoes in the Late Bronze Age, *World Archaeology* **24**: 348-60.

Websites

List author, short title (or descriptive explanation) (treated like a journal article title), full URL, and latest date updated. A website should only be quoted if it is the only source of the material cited.

Only list works cited in the text, and which could be consulted by the reader (published, or unpublished but accessible, as for example a thesis lodged in a university library, or an archaeological report lodged with the relevant archive). A book 'in prep.' should mean that a contract has been signed with a publisher, and 'forthcoming' that the work is in the process of publication. Anything else, from a conference paper heard to an informal discussion, and including inaccessible unpublished written material, is 'pers. comm.'.

Notes

Please use notes very sparingly; normally they should not be necessary. Legitimate examples would be for manuscript references which are too complex to be included in the text, websites, where the URL is likely to run to more than one line of text or other material which would interrupt the flow of the main text, but is still relevant. Apart from manuscript references and websites, you should not include in notes any material which is bibliographical, or could be put in the acknowledgements.

Numerals

Spell out up to and including ten, except for numerals preceding units of measurement, or descriptions with hyphens, such as '3-pounder, 3rd-rate, 5th century'. Above ten use numbers except at the beginning of a sentence. Insert comma(s) in numbers of five figures or more, for example 5000 but 55,000.

Measurements

Units should normally be metric, with imperial equivalents in parentheses if appropriate. If the subject of discussion was clearly constructed using imperial measurements, these may come first, but metric measurements **must** be included as well. Avoid spurious accuracy when converting figures which are themselves imprecise. For example, 'about 20 feet (6 m)' not 'about 20 feet (6.096 m)'. Do not use subdivisions of a centimetre: '25 mm' not '2.5 cm'.

% not 'per cent'.

Equations should use maths Roman.

In discussion of navigational topics distances should be given in nautical miles, speeds in knots and depths in metres. Wind speeds should be given in terms of the Beaufort scale with the range in knots shown in brackets; or alternatively in knots alone.

Dates

Day-month-year, for example 15 December 1980.

19th century **not** nineteenth century (19th-century when used adjectivally)

BC and AD are our preferred usage, but if the writer feels strongly BCE and CE can be accepted.

BC is written after the date, AD should be written before.

Quotations.

Use single quotation marks. Long quoted paragraphs (more than four lines) should be indented without quotation marks.

Spelling.

Follow the *Oxford English Dictionary*, specifically the *Oxford Dictionary for Writers and Editors* (-ize when optional). The *IJNA* Syle Sheet can be sent on request.

Abbreviations

These are generally to be avoided in the main text: 'for example' and not 'e.g.'; 'approximately' not 'approx.'.

But – ‘circa’ to be abbreviated to ‘c.’, and pers. comm. is allowed in references (pers. comm. John Smith).

Full stops should be used when a word is shortened, for example B. G. Smith, unless the last letter is included. for example ‘ed.’, but ‘eds’ (use ‘edn’ for ‘edition’), ‘vol.’ (volume), but ‘vols’.

But - b&w (black-and-white), in (inches), m (metres), mm (millimetres), kg (kilograms), km (kilometres), no (number), HMS, PEG (polyethyleneglycol), PO (Post Office) Box, UK, USA

Do not abbreviate hours, litres, or seconds.

Use ‘Fig.’ for figures in the text, but ‘fig.’ when referring to figures in other authors’ works. At the beginning of a sentence ‘Figure’ should be spelled in full.

‘&’ should only be used in business designations (Adam & Co.). Otherwise write ‘and’.

Acronyms should be spelled out on first mention, with the acronym in brackets immediately after it. From then on the acronym can be used on its own.

Italics should be used **only** for names of ships, and titles of books and journals. Italicise foreign words (complete with any accents) unless they have been assimilated into English, in which case do not use italics or accents, and use English plural (e.g. amphoras).

Be consistent with **punctuation** and only insert a single space between words, numerical values and units, and after punctuation.

A monograph should be written as flowing text, avoiding slang words or jargon. Subheadings should not be used excessively, and should not include numbers or letters such as (a). Bullet points should be avoided, as should joining two words with a / as in ‘and/or’.

Illustrations

This is an archaeological series, and it is expected that, wherever appropriate, archaeological drawings, such as site plans or finds illustrations, will be provided. Illustrations should be of as high a quality as possible. All illustrations, whether drawings or photographs, should be numbered in one series in their order of mention in the text, and referred to at the appropriate place in the text, as (Fig. 1), (Figs 2-4). Tables should be separately numbered and presented in a separate electronic file.

Copyright

Authors must obtain any necessary permission to reproduce illustrations before submitting the manuscript. Each figure must have the artist or photographer or source noted at the end of the caption, using any wording specified by the copyright holder (for example, ‘reproduced by kind permission of the Duke of Plazatoro’).

Digital images

If at all possible illustrations should be submitted as digital images, saved as *.tif. Please ensure they are of high quality. Photographs should be scanned at 300 dpi, line art at 600 dpi by reference to the size when reproduced. Column width is 8 cm, page width is 17 cm, landscape page width is 23 cm. Authors are

encouraged to make effective use of this format in specifying the aspect ratio and suggesting the final size of their illustrations.

If submitting digitised plans, please ensure that any text will be readable at the size the image will be reproduced.

An author who does not have the resources to submit digital images should consult the Hon. Editor.

Captions

These should not be included in the digital image, but should be submitted as a separate electronic file; where appropriate scale divisions mentioned.

Line illustrations

Maps and plans should be clean, sharp copies and must include metric scales. If lettering is added, it must be done with the published reduction in mind.

Scale drawings of objects should normally follow archaeological conventions and be of 1:1, 1:2, 1:4, 1:10 in scale when reduced for publication.

Photographs

High-quality digital images. Metric scales to be included where practicable.

It is NAS policy not to include logos in either headings or illustrations.

Electronic submission

The Hon. Editor does not have the resources to transcribe typescript to a word processing format. All material must therefore be submitted electronically, preferably on a CD. Authors should discuss with the Hon. Editor the software used, but any form of MS Word or documents in *.rtf are acceptable. Automatic footnoting is helpful (in the rare cases where notes are appropriate), but if automatic footnoting is not used, notes should be submitted in a separate file; captions, illustrations, bibliography and index should also be in separate files.