



# *Guidelines for publication of the CRE XV proceedings*

Deadline for submission: July 31<sup>st</sup>, 2014

Submit via email to:

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Authors should submit their article including text and images not exceeding 6000 words BOTH in Microsoft Word for PC and in PDF format. The language of the article must be English.

## **Guidelines for articles:**

Any article included in the final volume must follow these guidelines so it is advisable to work according to them from the beginning in order to avoid extra work later on.

### Things to AVOID:

1. Please do not insert a tab at the beginning of the first paragraph following a heading.
2. Please do not put in running headers or double columns
3. Please do not use underlining, use italic instead.
4. Please do not type headings in capitals.
5. Please do not supply embedded illustrations or tables (submit them as separate individual files).
6. Please avoid superscript th in 6th, 8th, etc.
7. Please don't use bold for volume numbers.

### Things to DO:

1. Please insert tabs at the beginning of paragraphs, other than the first paragraph following a heading
2. Please be consistent with spelling, use of punctuation and abbreviations.
3. Please use fullstops after initials in people's names and make sure there are SPACES between them as well. Thus Sinclair Hood should be M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood. This applies to the Bibliography as well as the text.
4. Please use a comma rather than a colon between volume and page numbers.

## **Headings and Sub-headings**

Please use the styles below and type them in upper and lower case characters, NOT in capitals. There are four ready-made styles:

**Bold** for the top level

***Bold/Italics*** for the second level

*Italics* for the third level

SMALL CAPS for the fourth level.

## **Illustrations**

### **Copyright of images**

Each author must obtain any necessary copyright for the images that they include in their article. Please cite the copyright for illustrations where necessary, either in the captions or in the acknowledgments section at the beginning. **It is the author's responsibility, not CRE's, to ensure that all copyright permissions have been gained.** CRE does not expect to pay copyright or reproduction fees

Text and illustrations will be printed in black and white. All illustrations and tables need to be saved as separate files and not embedded in the text.

Please number your illustrations. Do not use separate numbers for line drawings and photos. These should all be treated as figures and numbered in one sequence. Please AVOID sub-numbering such as Fig. 7a, Fig. 7b, call them Fig. 7 and Fig. 8. Please ensure that there is a numbered reference to each figure and table in the text.

Please list all your captions at the end of your article AFTER the Bibliography, or in a separate file.

Illustrations should be submitted electronically in one of the following formats:

**TIFF:** This is our preferred format for scanned images.

Scan photos and slides at 300 dpi.

Scan b/w line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

**Excel:** Tints and patterns in Excel charts should be noticeably different. Tints need to be in increments of at least 25%. Do not use complicated patterns. Vertical, horizontal and diagonal lines are best, and check that they are easily recognisable in the legend. DO NOT place the chart on a grey background.

**EPS:** convert to Tiff or high-resolution pdf with all fonts embedded.

**Word:** High resolution line artwork and tables. We CANNOT accept embedded photos.

**Adobe Illustrator:** Convert to black and white. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

**Photoshop:** All formats are OK.

**PDF:** High resolution black and white with all fonts embedded at 100%. They need to be compatible with Acrobat 5.

**DO NOT SEND** anything in these formats:

Low resolution Jpegs (see note below)

Gifs

Powerpoint files (the resolution is too low)

WMF files

CorelDraw

## **JPEGS**

The publishers prefer not to have JPEGS where possible, but if there is no other option we can accept them providing they are high resolution (eg not 72 dpi taken from the internet). See specifications for TIFFs above.

## **Taking photos for publication with digital cameras**

Please set to the highest quality picture setting..

## **References**

Use Harvard style (Author Date, Page Number) followed by end-of chapter bibliographies. Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...' Please use a comma after the date. NOT a colon.

## **Footnotes**

Please AVOID all footnotes, and endnotes; incorporate the comments into the text, or omit them.

## **Abbreviations**

BC and AD (no punctuation)

*e.g.* and *et al.* and *c.* (italics and fullstops)

No fullstops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements.

Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

Write all journal titles out IN FULL, don't abbreviate, not even the most familiar archaeological abbreviations.

## **Bibliography**

Please apply the following format:

Author. (Date) Title of article or book. Title of journal. Vol & Page numbers. Place, Publisher.

Examples:

Bottema, S. (1974) *Late Quaternary Vegetation History of North-Western Greece*. Unpublished thesis, University of Groningen.

Lamb, H. H. and Tessier, L. (1987) *Weather, Climate and Human Affairs*. London, Routledge.

Cruise, G. M. (1990) Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299–313.

Serre-Bachet, F., Guiot, J. and Tessier, L. (1992a) La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93–119. Paris, Musée du Monde

Long, D. (1993) An ash fall within the Loch Lomond Stadial. *Journal of Quaternary Science* 2, 97–103.

Foster, I. D. L. and Grew, R. (1990) Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.) *Soil Erosion of Agricultural Land*, 36–56. New York, Wiley.