

# **HERTFORDSHIRE ARCHAEOLOGY**

The County Archaeological Journal

Published on behalf of  
East Hertfordshire Archaeological Society  
St Albans and Hertfordshire Architectural and Archaeological Society

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This is one of a series of papers to assist contributors;  
the Editorial Co-ordinator invites queries, comments and suggestions.

## **No 1: Administration**

### **Invitation to Contributors**

*Hertfordshire Archaeology* is a journal of record for the archaeology, and increasingly the history, of the county. It tries to balance scholarly rigour while remaining accessible to members of the societies who support publication, mainly graduates of many fields. A balance is sought within each volume both for period – prehistoric to modern – and across the county.

The Editorial Committee wish to publish the widest possible range of papers from new authors. Prospective authors are warmly invited to contact the Editorial Co-ordinator with a proposal and then to use these papers for guidance in preparing an article for publication.

### **Contents**

This paper is chiefly concerned with administrative considerations; there are further papers on computer topics, and presentation style.

### **Funding**

The Editorial Committee can apply for certain publication grants, but if a grant can be pre-arranged by the author, this will help speed the publication process.

### **Annual Production Cycle**

As far as possible publication follows a regular production cycle. Compliance with this schedule will speed the process, while missing a target date could cause a contribution to be held over until the next year.

Year 1:	before October 1 <sup>st</sup>	Submission of paper to Editorial Co-ordinator/Editor
	by December 1 <sup>st</sup>	Paper approved by Editorial Committee
Year 2:	by March 1 <sup>st</sup>	Text sent to author for final check
	April 1st	No further alterations accepted
	about May 15 <sup>th</sup>	Volume sent to printers
	May 30 <sup>th</sup>	Volume published by this date

## **Copyright**

The contributor must check with the holders of Copyright, of extensive quotation or illustrations, especially the Ordnance Survey for use of O.S. maps or material based thereon. If the contributor does not hold the copyright of photographs, clearance must first be obtained and the copyright holder's name given clearly on the reverse. Further notes for authors:

Academic and Specialist Publications: Notes for Authors  
English Heritage  
Fortress  
Saville Row  
London

Signposts for Archaeological Publication  
Council for British Archaeology  
Bowes Morrell House  
111 Walmgate  
York  
YO12UA

Where advice in the above documents differs from that of this Journal's guidelines, this guide will take precedence.

## **Use of Computers**

Computer technology has made it possible for an author to prepare camera-ready material with only modest assistance, while the costs of production and publication are continually increasing. The Committee therefore strongly prefer submissions to be in a publication-ready form on a computer medium from authors. Other submissions will always be considered but authors are strongly advised to contact the Editorial Co-ordinator before proceeding. Fuller details concerning computer formats are given in another paper.

## **Presentation Style**

The best source of information on style is to be found in recent issues of the Journal and authors are encouraged to emulate the style and format of the published articles. Fuller details of style are given in another paper.

## **Queries**

To avoid wasted work please raise any queries with the Editorial Co-ordinator as soon as they arise.

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