

HERTFORDSHIRE ARCHAEOLOGY

The County Archaeological Journal

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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 2: User of Computers

Contents

This paper is concerned with the formats of computer files and disks; there are other papers on administrative considerations and presentation style.

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 in a publication-ready form on a computer medium. Other submissions will be considered but authors should contact the Editorial Co-ordinator before proceeding.

Format

Please provide two hard-copy print-outs of the text and the files on disk, preferably in MS Word (.doc), rich text (.rft), or plain text (.txt) format. Please contact the Editorial Co-ordinator if you wish to use other formats. See the additional notes on how to emulate the look of the printed form of the submission. This can be very useful in ensuring tables and figures will appear as desired.

If you do not have access to a PC, the committee will consider other forms of submission. Printed text in a clean, clear font that is suitable for electronic scanning would be acceptable. Submissions of exceptional significance might be considered in other forms. Authors are encouraged to seek assistance in preparing manuscripts in electronic format, or that can be scanned into an electronic form.

Delivery

Send the text files and figures on 3.5" floppy disks (IBM format) along with reduced hard copies of illustrations and two hard copies of the paper including:

your name
your address
day time and evening phone numbers
e-mail address
100-200 word abstract (synopsis) of the paper
brief biographical information plus any qualifications or honours to be quoted

Queries

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