

Proceedings of the Cambridge Antiquarian Society

Notes for contributors

The Editor welcomes the submission of papers which are principally on the history and archaeology of the County. Papers will be sent out to referees.

Format of articles

All articles should begin with a Summary. The main text of the Article should be followed by (as appropriate): Appendices; Glossary; Acknowledgements; Endnotes (if absolutely necessary); Bibliography; Acknowledgement of Grant.

Notes should be numbered consecutively throughout the article. Full stops after initials should be omitted.

References in the Bibliography should be cited as follows:

Manuscripts: Buckinghamshire Record Office (hereafter Bucks RO) Dormer estate, D/93/Box 2, Court
Roll of Ravensmere Manor, Hughenden 1752

Books: Schmorl, G & H Junghanns 1971 *The human spine in health and disease*. 2nd American edn, ed. EF
Besemann, New York: Grune and Stratton

Articles in books: Hines, J 1998 'The sixth-century transition in Anglian England: an analysis of female graves from
Cambridgeshire'. In J Hines (ed), *Studies in Early Medieval Chronology*. Oxbow Monographs.

Articles in Journals: Moorrees, CFA, EA Fanning & EE Hunt 1963 Formation and resorption of three deciduous
teeth in children. *American Journal of Physical Anthropology* 21: 205–13

Theses: Mortimer, C 1990 *Some Aspects of Early Medieval Copper-Alloy Technology, as illustrated by a Study of
the Anglian Cruciform Brooch*. Oxford University D Phil thesis, unpublished

Format of submissions

The *Proceedings* are produced digitally: authors must supply copies of their final text both on paper and as digital files. Text should be supplied as a Word document, ideally via email although a disk may be acceptable: contact the Editor for more information. Artwork supplied will be scanned, placed and printed.

Tables

These should be set out with no vertical rules and as few horizontal rules as possible. A paper copy must be supplied. Files supplied from a specialist database must be compatible with Microsoft Excel.

Figures and illustrations

A complete list of figures and their captions must accompany each article; note that photographs are to be referred to as figures and included in the list of figures rather than separately as plates. Each piece of artwork and/or digital file must be clearly identified with the correct figure number, and named in a way that identifies the article in which it is to appear ('Fig.1' alone is not sufficient). The desired location of each figure must be marked on the paper copy of the final text.

If created digitally these should be supplied in digital format, both to save time and cost, and to ensure that the final versions are of the best quality. Requirements for both digital files and camera-ready artwork are noted below; please contact the Editor for more specific information.

Note that the PCAS page is set in two columns: maximum column width is 73mm ; maximum full page width is 155mm; maximum full page height is 240mm.

Photographs

Prints: glossy black and white prints should be submitted at the size at which authors would ideally wish them to appear.

Crops should be marked on an overlay.

Scans: greyscale image resolution should be 300dpi when printed at the desired size. TIF and EPS are appropriate file formats.

Artwork

Camera-ready artwork must be supplied no larger than A4, in finished form, and with adequate keys and scales included (note that a textual statement of scale is inaccurate if the image is subsequently resized). The scanning process is less able to compensate for some problems than was the camera: extremely fine lines and small text should be avoided. Letratone must not be used.

Line art scans should have a resolution between 900 and 1200dpi when printed at the desired size, and should be supplied as TIF or EPS.

Graphic files should be produced using graphics packages such as Illustrator or Freehand, and be in a standard graphic format such as TIF or EPS that can be imported into another application.

Copyright

Papers are accepted for publication on the understanding that they have not already been accepted for publication elsewhere.

Copyright will remain with the Society.

Other information

Twenty-five offprints of each paper will be supplied. Further offprints may be ordered at extra cost at proof stage.

Contributors who know of possible sources of subventions towards the cost of printing their paper should inform the Editor of this when submitting the typescript; long articles will not normally be accepted without some financial support.