

# Format of articles and submissions

## 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; Bibliography; Acknowledgement of Grant.

Full stops after initials should be omitted.

References in the Bibliography should be cited following a guide obtainable from the Editor who can also provide a style guide.

## 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 should be supplied to allow accurate checking. 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 greyscale photographs **MUST** be referred to as figures and included in the list of figures rather than separately as plates. Colour images may be included as plates at the discretion of the Editor. 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 figures 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*

*Note: photographs from digital cameras should be supplied as digital files, not as prints.*

*Prints:* glossy prints to be submitted at the size at which authors would wish them to appear, with crops marked on an overlay.

*Scans of photographs:* image resolution should be 300dpi 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 in the image (**textual statements of scale must be avoided**). Illustrations may be reduced to fit the available space: extremely fine lines and small text must be avoided.

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. Greyscale and colour images containing crisp lines should have a resolution of 600–900dpi.

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. Please check files exported from GIS packages and CorelDraw to ensure all lines and placed images are true black or grey, not RGB, and that lines have been assigned a thickness appropriate to the final print size.

## Other information

It may be possible to provide offprints ordered 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.

The *Proceedings* are produced for the Society by Sarah Wroot. Printed and bound in Great Britain by BPC, Bluepoint House, Foxton, Cambridge CB2 6SW. T: 01223 870266.