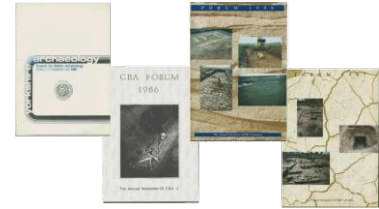




PUBLISHING WITH FORUM

NOTES FOR AUTHORS



Forum is the Online Journal for CBA Yorkshire. It provides an insight into what is happening, with an emphasis on Community Archaeology within Yorkshire. Our aim is to encourage articles from our members and friends of CBA Yorkshire which reflect this. If you are thinking of submitting an article to Forum, the following notes will help you to understand what is expected.

1 Types of Articles

There are numerous different article types or themes that may be published with us, we are open to all the below and more if discussed with the editor. If you have received a grant from CBA Yorkshire and it funded the project discussed in the article, please make it clear in the email and within the article.

- 1. Interim or final site report.** Forum provides a space for community groups and commercial units to publish interim (yearly short site updates) or final reports of sites excavated. This means that the results from these excavations will be accessible to others in future. Authors may also consider publishing their site as a monograph if the report length is extensive. There may also be a **Specialist Report** of an assemblage of interest.
- 2. Research Article.** A piece of research undertaken on an area of Yorkshire heritage that is not a report of fieldwork. May include summaries of a dissertation though if an authors want to publish an entire dissertation they may consider publishing as a monograph instead.
- 3. Site Summary.** A general summary of a site of interest that may not be available for full report at the current moment or a site that is being published in full elsewhere. Aimed at allowing commercial units to disseminate results without the standard technical details.
- 4. Short Contributions or Notes.** A short update or result (i.e. lab results) that is too short to be considered a full report (less than one page).
- 5. Reviews.** Book or (temporary) museum exhibit reviews that happened in that year, The exhibition should be either a) on a topic based in Yorkshire or b) in a museum located in Yorkshire.
- 6. Selected works.** A summary of works undertaken by a commercial unit, including multiple sites.

2 Article Details

Article Length

Forum is published in an online format only. Therefore, in theory, articles might be of any length. It may be that a full, highly detailed archaeological report would be better submitted as one of our monographs which are a separate option that you might want to consider.

3 Structure of the article

Articles should follow the rough structure outlined below:

Title, Abstract, Keywords, Introduction, Methods, Results, Discussions, Conclusions. Some of these sections may not be necessary in all the article types (i.e. a review article). Details of what each section should include are stated below.

4 Text Format

The text should be sent in a Microsoft Word document; single line spacing is preferred but not necessary as this change can be made later. The font should be 'Times New Roman' with the title being size 20, subheadings size 12 and main text size 10. All captions, quotes and publication titles should be *italicised*. British Spelling conventions are preferred.

5 Images and tables

Forum welcomes as many images and tables as you consider appropriate. Again, we have no limit because we are publishing online, and space is not an issue. There are several considerations which help us in our editing and formatting your articles. You can include 'placeholders' in the text which provide the caption and indicate the positioning of your images within the text e.g. It is important this is included as it means the editor can accurately place the image. **If this is not done** the editor reserves the right to send your article back to you asking for these changes to be made.

... which on excavation eventually revealing the existence of a cellar that had mostly been filled in (Figs 9a and 9b).

Fig 9a Arch of entrance to cellar ©Jim Jackson

Fig 9b Inside of Vaulted Cellar with whitewashed walls ©Jim Jackson

The 2021 trench was re-excavated back to the northern corner, to reveal the whole of the structure at this side of the house...

Final formatting of the images, text and captions will be decided at the editing stage to optimise the on-line version. Please note that while images will be placed as close to their intext reference as possible, if there are many consecutive images this may not be possible.

6 Images

Images should be submitted each as a separate image file. The preferred format is .jpg. However, other formats (PNG) can be accepted. We appreciate the receipt of images in as high definition as possible. .jpg images from mobile phones and most digital cameras provide high definition and larger sizes. You may have used editing software to reduce definition size. However, this does not help us when adding images and therefore please send the original larger, higher definition files so that we can optimise for on-line publishing. If you have many large files www.WeTransfer.com offers a convenient and free transfer method or sending the images in a shared google folder. Please ensure the images are named to indicate where in the text they should be (Fig. 1, Figure 2, etc) **if this isn't done**, the editor will ask for resubmission.

a.i.i. Trench and Finds images. Forum does not necessarily expect authors to submit full professional style archaeological reports. These can be offered via the monographs series already mentioned. However, there are conventions which can easily be adopted for images in Forum in order to improve the overall quality of your article. Trench photographs. Will often include a context board; some indication of scale such as one or more ranging rods(metric); and

an indication of the orientation such as a north arrow. Attention needs to be paid with regard to miscellaneous items lying in and around the edges of the trench and wider background!

- a.ii. Recording Finds. Where your article contains important finds that should be illustrated, there are again conventions that ideally should be applied. The artefact needs to be photographed on a neutral background; a sheet of white paper would do. The field of view needs to include a scale. Rather than using an old ruler, a set of metric scales can be easily obtained for a small price from the likes of Amazon.
- a.iii. General photographs showing volunteers happily working at the bottom of a soggy trench(!) are also acceptable but make sure you have everybody's permission to be photographed. An extra tick column on a signing-in sheet is a good idea for this. It goes, without saying, that where artefacts are concerned, the image should be in focus with sufficient depth of field, and suitable lighting to show relevant features. A good SLR camera with a macro lens is ideal for this but modern smart phones often have extra settings which offer the same focussing and depth of field features once only possible with an expensive camera. There may often be a member of your archaeology group who has the skills and would be happy to take on the challenge! Once again, photographs of unclear subject and purpose or those that are low quality will be sent back to the author. We also welcome illustrations, artwork of finds and scanned context/plan drawings if they help to demonstrate an author's point.

7 Tables

Tables and graphs can provide an easily readable method of displaying information. Tables should be submitted as a separate excel (or google sheets) file to make them easier to format for the editor, **not** embedded in the document. Placeholder captions should also be included similar to images, with the caption saying Table. 1 not Figure.

8 List of Figures/Tables

The author may wish to include a list of figures, this would comprise of a list placed after the conclusion of all the figure captions, tables should be listed separately. This will be expected when there are a large number of figures/tables.

9 Image Copyright

Copyright is a very important consideration. It is generally accepted that authors are responsible for ensuring that all the additional content in their article has been cleared/approved by any external contributors. The editors of Forum are not in a position to know to whom additional copyrights should be attributed. You, as the author, must make sure that you have that permission. As an example, a drone pilot overflies your site and provides you with images. You cannot assume that you can submit those images without seeking the explicit permission from that individual, preferably through an email exchange or similar written agreement. To be safe, include the appropriate attribution on every image caption, including your own images or others from within your group where applicable. This is particularly important when dealing with mapping resources. To help provide guidance, there is an appendix at the end which provides links you might need to refer to.

10 What to include in your article

11 Title:

The title should summarise your work include details such as where the work took place, and when . If it is an interim report indicate which season (e.g. 2025 season).

12 Author name:

Include authors full names, if the article includes short sections or summaries of specialist reports (pottery, bones etc), the name of the specialist may be included next to the subheading and as a contributor next to the main authors (*with contribution by ...*). Names should be centre aligned while the rest is left aligned.

13 Key Words:

Up to five Keywords separated by comma's that tell the audience what to expect in your article, try not to include words that are part of your title. You may want to follow when (early Medieval, Roman, Industrial etc), What (Burials, Roundhouses etc), where (West Yorkshire, Leeds etc). If you are struggling to do this, leave this section blank and the editor will suggest some for you.

Abstract/Summary:

A short (Max 250 words) paragraph summarising your article including who took part, what the aims were, the results, a brief discussion and possible future work. The abstract goal is to let readers know whether your article would be of interest to them without reading it, especially important for interim reports where the title may not tell the audience much. A number of online guides has been linked below:

[The Writing Centre University of Wisconsin–Madison](#)

[LSE](#)

[Springer Nature](#)

14 Introduction:

Introduce us to your project/article and lay out the aims.

15 Methods:

What methods did you use? If this is a specialist report cite any literature or reference material here. If it is just an excavation report or a review this section is not necessary.

16 Historical/Archaeological Background:

A summary of the historical/archaeological background of the site may be included but isn't always necessary, citations are necessary here.

17 Results:

What did you find? Tables and graphs may be included here, may be integrated into your discussion.

18 Discussion:

Discuss what your results may mean, try to cite relevant literature or comparative data here, discuss potential future work (especially if an interim report).

19 Conclusion:

Summarise the article.

20 Acknowledgements and funding information:

Acknowledge anyone who helped you with your project and the article as well as any grants/funding you received.

Author Information:

A summary of your experience and qualifications

21 List of figures/Tables:

Optional unless the article has 10+ figures.

22 Bibliography:

See Below.

In the case of summary or review articles, many of these subsections are not necessary.

23 References

References are vital as any ideas you have must be justified or backed by previous examples, this is to prevent pseudo-archaeological ideas from being published. If an interim report is being submitted the author is strongly encouraged to cite any previous seasons in the introduction, even if they are published in forum e.g. *This serves as an update to previous seasons (Buglass, 2023; Claxton, 2022).*

References should be cited after the relevant words or at the end of the sentence as (Author, Date p.5) or Author (Date) if integrating the reference into a sentence. If the paper has two Authors, then (Author1 and Author2, Date) for the first mention and then for subsequent mentions the 'and' may be substituted with '&'

Sources with 3+ authors will be cited as 'et al' e.g. (Author *et al.*, Date) and Author *et al.* (Date).

24 Bibliography

The bibliography should follow Harvard referencing. [Mybib.com](https://mybib.com) provides an easy-to-use software management system that will format references for authors.

25 Journal article

Meindl, R.S., & Lovejoy, C.O. (1985). 'Ectocranial suture closure: A revised method for the determination of skeletal age at death based on the lateral-anterior suture'. *American Journal of Physical Anthropology* 68, 57-66. <https://doi.org/10.1002/ajpa.1330680106>

26 Complete book

Aufderheide, A.C., & Rodríguez-Martín, C. (1998). *The Cambridge encyclopaedia of human paleopathology*. Cambridge: Cambridge University Press.

27 *Book chapter*

Balen, J. (2016). 'The development of Eneolithic cultures between the Sava and Drava rivers', in D. Davison, V. Gaffney, P. Miracle, & J. Sofaer (Eds.), *Croatia at the crossroads, a consideration of archaeological and historical connectivity* (pp. 59-73). Oxford: Archaeopress.

28 *Online document*

Abou-Allaban, Y., Dell, M.L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). *Religious/spiritual commitments and psychiatric practice*. Resource document. American Psychiatric Association. Available at: http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. (Accessed 25 June 2007).

29 *Online database*

German emigrants database (1998). *Historisches Museum Bremerhaven*. Available at: <http://www.deutsche-auswanderer-datenbank.de>. (Accessed 21 June 2007).

In general, we are looking to include the best possible articles that you can offer us. The editor reserves the right to ask for additional information and changes when necessary. Though Forum is not peer reviewed the editor may ask committee members or those with experience in an area to read an article and offer feedback and maintain academic integrity.

If any of the above is potentially a cause for concern or you need further advice, please contact editor@cba-yorkshire.org.uk

30 **Appendix 1. Links to mapping attribution guidelines**

The information below is for your guidance but as for any images we publish, it is the author's responsibility to assume responsibility and to include the correct attribution.

Ordnance Survey Mapping

The O.S. has a collection of freely available maps under the heading of O.S. Opendata.

<https://osdatahub.os.uk/downloads/open>

These are covered by the Open Government Licence <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/#Using%20Information%20Under%20This%20Licence>

If you're just publishing OS OpenData or exempted derived data datasets, use the following attribution statement:

- Contains OS data © Crown copyright [and database right] [year].

Any other O.S. datasets such as Mastermap require full licensing and for any such mapping in Forum we would require evidence that you were covered under the appropriate licence and have the rights to publish.

31 LiDAR Data

The usual source for UK LiDAR data is through the Environment Agency website.

<https://www.data.gov.uk/dataset/f0db0249-f17b-4036-9e65-309148c97ce4/nationallidar-programme>

Data from the National LiDAR Programme is also under the Open Government Licence. Google Maps

<https://about.google/brand-resource-center/products-and-services/geoguidelines/#required-attribution/>

National Library of Scotland

<https://maps.nls.uk/copyright.html>

32 Bing Mapping

<https://www.microsoft.com/en-us/maps/bing-maps/product/enduserterms>

We advise that if you are using any other mapping resource that you check on-line before using map images in Forum.

33 Appendix 2. Further Guidelines for referencing

Within Text

Single reference:

(Name Date, [page no]) OR (Name Date, para [no])

EG: (Historic England 2021)

(Smith 1998, 12)

(MHCLG 2023, para 201)

If three names or more:

(First Name *et al.* Date, [page no])

EG: (Jones *et al.* 2001, 48)

If more than one reference put in DATE order (earliest first) with semi-colon between each reference:

Name Date, [page no]; Name Date, [page no]

EG: (Smith 1998, 12; Historic England 2021)

NOTE POSITION OF COMMAS – SHOULD BE AFTER THE DATE, NOT THE NAME!

Within Bibliography

Websites

Name of Host Website (Date). *Name of Web Page*. Available at: [hyperlink] (Accessed [date])

EG: Historic England (2008). *Conservation Principles, Policies and Guidance*. Available at: <https://historicengland.org.uk/advice/constructive-conservation/conservation-principles> (Accessed 18/07/2023).

Acts of Government

Name of act, date. City: Government. Available at: [hyperlink] (Accessed [date])

EG: *Ancient Monuments and Archaeological Areas Act, 1979*. London: UK Government. Available at: <https://www.legislation.gov.uk/ukpga/1979/46> (Accessed 17/04/2024).

Books

Authors Surname, Initial. (Date). *Title of Book*. City/Town of Publication: Publisher

EG: Pears, R. (2013). *Cite Them Right: The Essential Referencing Guide*. London: Palgrave Macmillan.

If multiple authors:

Jones, S., and Black, J. (2015).

OR Jones, S., Smith, P., and Black, J. (1998).

Chapters within Edited Books

Chapter Authors Surname, Initial. (Date). 'Title of Chapter' in Editors Initial, Surname. (ed.) *Name of Book*. Place of Publication: Publisher, pp. [page nos].

EG: Claxton, K. (2022). 'The Archaeology of the Battlefield', in S. Jones (ed.) *The Bravest Battell: Cheriton 1644 and the End of the Royalist Winter Campaign in Hampshire*. Winchester: Helion and Company, pp.105-118.

Journals

Authors Surname, Initial. (Date). 'Name of Article', *Name of Journal*, Issue(Volume if relevant), pp. [page nos]. [DOI link if available]

EG: Claxton, K. (2018). 'The Battle of Cheriton', *Journal of Conflict Archaeology* 2(13), pp. 80-96.

Unpublished Reports

Name (Date). *Title of Report*. Unpublished Report.

EG: AOC Archaeology, 2023. *Judkins Residential Scheme: Heritage Impact Assessment*. Unpublished Report.

NOTES

CONSISTENCY IS KEY – styles don't have to be exactly as they are above but always make sure the style is consistent throughout

Should always be in alphabetical order by Name

Always make sure hyperlinks work and are up to date!

If multiple references by same Name then put in Date order (earliest first)

If multiple references by same Name with the same Date then use a, b etc after the date and put in order referenced within text (eg 2020a, 2020b etc)

If Name is an abbreviation write out in full then put abbreviation in brackets EG: Chartered Institute for Archaeologists (CIfA)

If multiple Names with abbreviations write out in full in first reference then use abbreviations following on from there. EG:

Chartered Institute for Archaeologists (CIfA) (2020a). *Standard and guidance for Commissioning Work or Providing Consultancy Advice on the Historic Environment*. Available at:

https://www.archaeologists.net/sites/default/files/CIfAS%26GCommissioning_2.pdf (Accessed 01/08/2023)

CIfA (2020b). *Standard and Guidance for Historic Environment Desk-Based Assessment*. Available at:

http://www.archaeologists.net/sites/default/files/CIfAS%26GDBA_3.pdf (Accessed 01/08/2023)

CIfA (2021). *Regulations for Professional Conduct*. Available at:

<https://www.archaeologists.net/sites/default/files/Regulations%20for%20professional%20conduct.pdf> (Accessed 01/08/2023)

