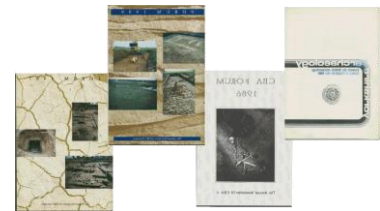




## PUBLISHING WITH FORUM GUIDANCE NOTES



**Forum is the On-line 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 for either Forum or an occasional Forum Plus, the following notes will help you to understand what is usually involved:**

- 1. Article Length:** Forum is published on-line. Therefore, in theory, articles might be of any length. We welcome a brief account of plans for a new and exciting project through to a full account of a completed project with post-excavation reports included. 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.
- 2. Images and text:** Forum welcomes as many images as you consider appropriate. Again, we have no limit because we are publishing on-line, and space is not an issue. There are a number of considerations which help us in our editing and formatting your articles:

We ask that:

- the text of your article is sent as a plain file in Microsoft Word format.
- you include in the text 'place-holders' which provide the caption and indicate the positioning of your images within the text e.g.

... 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.

**3. 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.

#### **4. The Images themselves:**

- a. Images should be submitted each as a separate image file. The preferred format is .jpg. However, other formats 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](http://www.WeTransfer.com) offers a convenient and free transfer method.
- b. 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.
  - i. 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!
  - 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.

CBA Yorkshire has an excellent video on archaeological photography made by Eric Holder. Search [www.cba-yorkshire.org.uk/videos](http://www.cba-yorkshire.org.uk/videos)

- 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 will often be a member of your archaeology group who has the skills and would be happy to take on the challenge!

In general, we are looking to include the best possible articles that you can offer us. If any of the above is potentially a cause for concern or you need further advice, please contact [associate.editor@cba-yorkshire.org.uk](mailto:associate.editor@cba-yorkshire.org.uk)

#### 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].
- Cynnwys data OS (H) Hawlfraint y Goron [a hawliau cronfa ddata] OS [flwyddyn].

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.

### ***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/national-lidar-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/geo-guidelines/#required-attribution/>

### ***National Library of Scotland***

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

### ***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.