



## ***Antiquaries Journal: Guidance for Contributors***

The Antiquaries Journal is published annually in hard copy in September with individual papers published online in advance of the hard copy using the Cambridge Core *FirstView* system. Papers receive a digital object identifier (DOI) and are fully citable from the date of publication on *FirstView*.

The Journal is concerned with the study of the human past through material culture and material remains. It is international, multi-period and multi-disciplinary in scope, covering the full range of historical disciplines from earliest prehistory to the recent past, including, but not confined to, archaeology, art history, architectural and buildings history, conservation, heraldry, and the histories of collecting and intellectual enquiry into the past.

### **Proposing and submitting a paper**

We welcome original submissions of international significance, or national significance and international interest, which fall within the scope of the Journal.

Papers can be submitted at any time but 31 December is the deadline for consideration for inclusion in the volume to be published the following September.

As a first step, we ask prospective authors to download, complete and submit a Proposal Form by email to the Editor, Dr Stuart Brookes ([sbrookes@sal.org.uk](mailto:sbrookes@sal.org.uk)).

If then invited to submit a full paper for peer review, authors will be asked to submit text, images and any supplementary material through our online ScholarOne System, through which peer-review, revisions and the submission of final text for publication will be handled (<https://mc.manuscriptcentral.com/antiquaries>).

We encourage potential authors to contact the Editor at an early stage in the preparation of research for publication for advice about its suitability for the Journal or the submission process.

### **Length**

Papers for the Journal should be no longer than 10,000 words including captions, footnotes and bibliography. In addition, supporting data such as transcripts and data tables can be made available through Cambridge Core as supplementary material.

### **Peer review and revision**

The Journal operates double-blind peer-review. Papers will normally be sent to two reviewers who will comment on its suitability for publication. For review purposes your manuscript should not include any names or information identifying authors.



The Editor will decide on the basis of the reviewers' comments whether a paper should be accepted for publication as it stands, or with revisions, or not accepted. When communicating the decision to the author, the Editor will pass on all relevant comment and requirements or suggestions for revision. Most commonly, papers are accepted with revisions which can range from major restructuring to minor corrections.

The Editor's decision to reject a paper at this stage is final and no further correspondence can be entered into.

### **Preparing manuscripts for submission**

Please bear in mind that the journal has a wide audience and that your paper will be read by colleagues whose primary expertise lies in other disciplines. Please write in plain English, using the active voice where possible, and explaining specialist and technical terms for a wider readership.

#### *Detailed guidance*

When preparing manuscripts, illustrations and supplementary material for submission please refer to the following detailed guidance:

- [House Style](#) (includes referencing and bibliography)
- [Illustrations](#)
- [Copyright and Permissions](#)
- [Supplementary Material](#)

#### *Structure*

Manuscripts for submission should be structured as follows:

- Title
- Abstract (max 250 words)
- Main Text
- Acknowledgements
- Abbreviations and Bibliography
- Figure Captions

For referencing please use footnotes, numbered consecutively in one series, electronically integrated and appearing in superscript.

#### *Headings and sub-headings*

Headings should be in CAPITALS, centred; sub-headings in lower case, left justified; sub-sub-headings in *lower-case italic*, left justified.



### **Open Access Policies**

Please visit Open Access Publishing [here](#) for information on our open access policies, compliance with major finding bodies, and guidelines on depositing your manuscript in an institutional repository.

### **Author Publishing Agreement**

The policy of The Antiquaries Journal is that authors (or in some cases their employers) retain copyright and grant the Society of Antiquaries of London a licence to publish their work. In the case of gold open access articles this is a non-exclusive licence. Authors must complete and return an author publishing agreement form as soon as their article has been accepted for publication; the journal is unable to publish without this. Please download the appropriate publishing agreement [here](#).

For open access articles, the form also sets out the [Creative Commons licence](#) under which the article is made available to end users: a fundamental principle of open access is that content should not simply be accessible but should also be freely re-usable. Articles will be published under a Creative Commons Attribution license (CC-BY) by default. This means that the article is freely available to read, copy and redistribute, and can also be adapted (users can “remix, transform, and build upon” the work) for any commercial or non-commercial purpose, as long as proper attribution is given. Authors can, in the publishing agreement form, choose a different kind of Creative Commons license (including those prohibiting non-commercial and derivative use) if they prefer.