

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY
REVISED NOTES FOR CONTRIBUTORS TO *PROCEEDINGS*

The text

1. Please leave the top three inches of the first page blank.
2. The order of the various parts of the article is as follows: text, appendix (where applicable), acknowledgements, endnotes, bibliography, abbreviations.
3. Articles should be submitted by e-mail or on a CD.
4. Headings should be in capitals, not underlined. Words to be printed in italics, including titles of books and journals, but not titles of articles, should be given in italics (or, if necessary, underlined).
5. Notes should be numbered consecutively throughout the article and given at the end, not at the foot of the page to which they refer.

6. A list of works cited in the text should be appended to the article under the heading 'bibliography'.

References in this list should be cited thus:

For books:

Stone, L., 1955. *Sculpture in Britain: The Middle Ages*. Harmondsworth.

Bailey, M. (ed.), 1992. *The Bailiff's Minute Book of Dunwich, 1404–1430*, Suffolk Records Soc. XXXIV. Woodbridge.

For articles:

Allen, D.H., 1993. 'A Fourteenth-Century Divorce in Stoke-by-Nayland', *Proc. Suffolk Inst. Archaeol.*, XXXVIII, 1–7.

The place of publication must always be given, except for articles in journals.

References to these works in the endnotes should be given in the form: 'Stone 1955, 29' (meaning page 29 of Stone's work of 1955 cited in the bibliography), or 'Allen 1993, 4'.

The titles of articles should be abbreviated in accordance with the *CBA 'list of standard abbreviations'*. (Please let the editor know if you need a copy of this list).

The bibliography should be arranged alphabetically by author's surname, and where more than one work of an individual author is cited, chronologically.

7. Single quotation marks should be used for quotations, but double marks for quotations within quotations.
8. Dates should be expressed as, for example, 8 May 1769 (not 8th May or variants). Note also: 46 BC, but AD 53; *c.* for *circa*. Thus *c.* 1666. Also d. 1666; d.s.p. 1666.

In most instances dates should be written out: sixteenth century, not 16th century. Exceptions may be made in 'Archaeology in Suffolk' and catalogues or lists where brevity is desirable. Please consult the editor if you are in doubt.

9. Abbreviations: the use of 'e.g.' and 'cf.' is acceptable in endnotes. The use of *op. cit.* and *loc. cit.* should be obviated by the reference system outlined in paragraph 6 of these Notes.

Illustrations

10. The maximum page area available for illustrations is 180mm x 135mm. Fold-outs cannot be included in the *Proceedings*.
11. When an article is submitted it should be accompanied by hard copies (print-outs or photocopies) of any figures or illustrations. Please do not e-mail digital images to the editor without warning!

All illustrations (whether drawings or photographs) are designated Figures (no Plates), and should be clearly marked in pencil using a single sequence of capital letters to indicate the intended order. The final printed numbers, which will depend upon the position of the article in the *Proceedings*, will be inserted by the Editor.

12. Captions and acknowledgements for all illustrations should be typed in a separate list at the end of the article.
13. All scales on plates, etc., and all measurements should be either in metric or metric and imperial. Measurements should be abbreviated: yds, ft, cm, mm, etc. Numbers in measurements should appear as numerals and not as words.

General

14. The responsibility for obtaining all necessary permission for the reproduction of copyright material is held to rest with the author.
15. The Editor reserves the right to charge authors a minimum of £20 for alterations and additions made to articles in proof.
16. In all matters relating to publication the decision of the Editorial Committee shall be final.

Abbreviations

SROI [Suffolk Record Office, Ipswich] not S.R.O.I.

Avoid capital letters where possible:

The priory at Redlingfield, but Redlingfield Priory.

The duke of Norfolk, but Duke John.

The king of England, but King John.

Sums of money

£1 13s 4d; vj li xjs viijd, and so on.

Percentages

30 per cent, not 30%.

Dates

1270–75, not 1270–1275.

1 January 1270 to 1 January 1275, not 1 January 1270–1 January 1275.

Note use of –en rule dashes (– not -) to signify *and* or *to*:

The 1939–45 war.

The England–Australia cricket match.

Measurements

5ins 12ft 10cm 20m

Spaces

Only one space after a full stop.

Quotations

Should be indented if they are more than 2–3 lines.

Joanna Martin, Oak Tree Farm, Finborough Road, Hitcham, Ipswich, Suffolk, IP7 7LS

01449-741266

joanna.martin5@btinternet.com

30 January 2012