

NOTES FOR CONTRIBUTORS:

1. The submitted article should follow the format of South Midlands Archaeology. That is:
name of the County followed by
name of the organisation (if applicable) followed by
name of the writer or compiler followed by
body of the article with suitable headings and sub-headings.
2. If the article consists of many separate site reports, each site should be reported as follows:
name of the site followed by
grid reference (e.g. SP 1234 5678 [alphabetic prefix must be included]) followed by
name of the person who wrote the site report followed by
individual site report with suitable headings and sub-headings.
3. One purpose of SMA is to act as a record of the work carried out in the area; this does not mean that it need be dull. Contributors are asked to be as interesting as possible for the many members of CBA South Midlands who are not archaeologists but who have a lively interest in the past.
4. If, during an investigation, nothing was found, don't be afraid to say so in simple terms. Always include the reason for the investigation.
5. When the article is submitted please ensure that all text (including captions) and pictures, as separate files, are included and clearly identified.
6. The preferred method for receiving text is as a Rich Text File (rtf extension) sent by email to: nick.crank@milton-keynes.gov.uk with a subject of "SMA contribution". Please do not send documents with embedded pictures. Each illustration must be a separate file in bmp, jpeg or tiff format. If you are unable to comply with the above please contact the Editor.
7. Pictures and diagrams should be of the highest possible quality; the printed version can be no better than that submitted. The journal is now **full colour** so submissions with **eye-catching colour photos and/or illustrations** are welcomed and encouraged.
8. Proofs will not be sent to contributors.
9. Contributors are responsible for the accuracy of their data.
10. Please note that charges are as follows: Professional/commercial - 1 free page, remainder charged at £20/page; Amateur group - 2 free pages, remainder charged at £20/page. The submission of an article will be taken as an agreement to pay the charge. Invoices will be sent out during the summer and payment is expected prior to publication in the autumn.

NAC

Revised: 20th February 2018