



BERKSHIRE ARCHÆOLOGICAL SOCIETY

Patron: H.M. THE QUEEN

President: Professor Michael Fulford FBA FSA

Berkshire Archaeological Journal Advice to authors submitting articles for publication

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Overview

The Berkshire Archaeological Journal (BAJ) is published by the Berkshire Archaeological Society and has been in print since 1878. The journal is published as paper volumes but all back copies are available on the Archaeology Data Service (https://archaeologydataservice.ac.uk/archives/view/berks_bas_2007).

The Berkshire Archaeological Journal meets the 'preservation by record' requirements placed on archaeologists working in Berkshire.

Article Processing Charges

The journal is published in two formats:

- as a multi-article journal: with a series of articles
- as a monograph containing a series of related articles or chapters

The charges for publishing articles in the Berkshire Archaeological Journal are:

Black and white pages: £25 per page

Colour pages: £30 per page

The charges for publishing a monograph are subject to negotiation.

However, the Society is prepared to waive these charges for articles written by academics, students and members of the public.

Writing articles for the journal

The journal's readers are the Society's members and members of the public with an interest in archaeology, archaeologists and academics.

To meet the needs of this readership, articles should start with a summary which will encourage readers to read the article; the archaeology should be recorded with the precision expected by archaeologists and academics while the article's final discussion/conclusions should be accessible to the lay reader.

The Journal editors and proof readers are members of the Society working on a voluntary basis. Works submitted for publication in the Journal are not peer reviewed.

The issues of the journal are distributed to all Society members who qualify to receive it, university and public libraries and through sales, to the public.

Article titles and authors

Every work should start with the full title of the work; and the name(s) of the author or authors in the form in which it should appear in the final publication.

Authors submitting works to the journal must provide details of their postal address, email address and telephone numbers and, during the period between first submission and final publication, must notify the editor of any changes.

Summaries

All works should be preceded by a summary, which explains what the work is about in language accessible to journal readers, the majority of whom are 'interested laymen/women' not professional archaeologists. Excavation reports should say what the project was, what was found and what conclusions were reached including the dates assigned to the site. It should mention the key points of interest in the work and the key findings. The length of a summary should be up to half a page in length – it must motivate people to read the article.

Submitting articles for publication in the BAJ

Articles for publication in the BAJ should be submitted as follows:

- Text: should be submitted in MS Word format files (.doc or .docx). Ideally the headings should be tagged using the Styles (e.g. Heading 1, Heading 2 etc) starting with Heading 1 as being the article title
- Tables and charts can be included with the text or submitted in separate MS Word .doc or .docx files with the article and table number (s) included in the file name
- Images should be:
 - Scanned at 300 pixels per inch (dots per inch) or higher
 - They should either have 0.75pt black borders or not have borders – this is because, in many cases, the borders are too wide and hence have to be cropped and replaced
 - Presented as individual .png or .jpeg files with the figure number in the file name
- Colour plates should be submitted as .jpeg or .png files with the colour plate number in the file name
- Colour plate headings need to be included in a separate MS Word .doc or .docx file

Authors who want their images reproduced to a particular scale need to make this clear in their submission (see below).

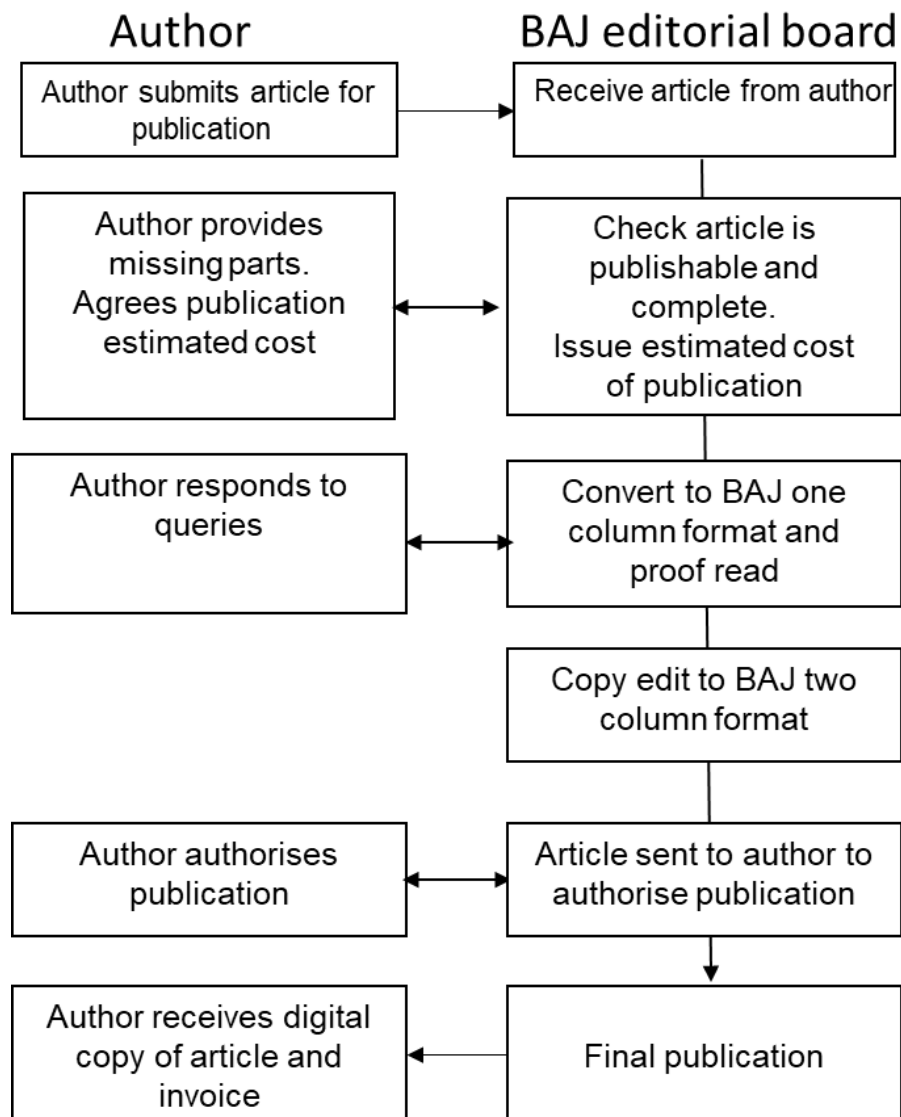
For more details about handling images click on
<http://www.rideau-info.com/photos/whatisdpi.html>

Presentation and bibliography guidelines

Please work to ensure that your articles conform to the BAJ presentation and bibliographic guidelines we use in the journal. You can download a copy by clicking here.

The publication process

The figure below shows the publication process used to produce the Berkshire Archaeological Journal and the interaction between the Author and the Editor and Editorial Board.



The key stages of this process performed by the BAJ editorial board are:

Check article is publishable and complete. Issue estimated cost

These checks ensure that all the requirements identified in the overview section above are met and that the summary is readable and the level of archaeological jargon in the text is acceptable.

At this point the author is informed of the publication estimated cost. This is based on the number of pages that the article is expected to occupy when it is finally published. This is an estimate; the number of pages in the published copy may vary from the estimate for factors such as the placement of figures and tables on the page.

Convert to BAJ one column format and proof read

This conversion ensures that the editors have a clear understanding of the structure of the article, that the bibliography is complete, that items in the text which refer to figures actually appear in the relevant figure and that the text is readable and complies with the above presentation and bibliographic conventions.

At this point, authors may be asked to respond to queries relating to the text, images and tables.

Copy edit to BAJ two column format

This stage creates the article in its final publishable form.

Article sent to author for authorisation

The Editorial Board does not publish an article until the author authorises it for publication.

Final Publication

This starts with getting proofs from the printers. These can show that the figures and images may not be of a publishable standard in which case there will be a conversation with the author to improve them.

This leads to printing, distribution and collecting publication fees.

The access processing charges in the final invoice are based on the actual pages published in the journal rather than the estimates given at the start of this process.

Preparing an article for publication in the journal

Page and image sizes

A full page of text will include some 830-900 words depending on the number of paragraphs.

The table below shows the page and image sizes used in the Journal

	width in mm	Height in mm
Page sizes		
Page portrait	210	297
Top margin	25	
Bottom margin	30	
Left (inside) margin	20	
Right (outside) margin	20	
Gutter	5	
Page Image sizes		
Figure heading size (10pt text)		5
Portrait image	165	237
Landscape image	242	160
2 Column page format		
Gap between columns	10	
Column width	77.5	
In column image	77.5	232

BAJ Page and image sizes in mm

Colour printing

At present, a journal has a succession of articles or chapters printed black and white (greyscale) with a colour section. For this reason, authors must provide material to be printed in the body of an article as black and white or greyscale text and images.

At some future date, the Berkshire Archaeological Journal may be published as a full colour journal. In that event, authors will be notified in advance.

Figures, colour plates and copyright permissions

In the Berkshire Archaeological Journal,

- All figures: maps, photographs, charts and drawings, which are published in the text are all treated as figures and numbered accordingly.
- Colour plates, typically coloured maps and other coloured images are published in a separate colour section
- All maps, photographs, charts and drawings will be presented with black border 0.75pt wide

In order to publish maps, photographs, charts and drawings, the Editorial Board need:

- The figure heading for the item
- Details of who owns the copyright for the item
- Details of any copyright permissions which the author has been granted

In order to simplify the collection and use of this material, it is recommended that authors provide a separate Word document with table entries in the following format

Figure or Colour Plate
Figure, table or colour plate heading:
File name of the file holding the figure itself:
Special formatting requirements: for example, presenting an image at a particular scale or format at 100% size
Copyright holder:
Copyright permission granted:
Location of acknowledgement:

Note: when asking for copyright permission, in order to keep costs to a minimum, it is worth telling copyright holders that the Berkshire Journal is a low circulation journal (circa 200 copies per volume) published by the Berkshire Archaeological Society which is a registered charity.

Tables

Tables are normally printed in the journal on an A4 portrait page, an A4 landscape page or if the table is very small within a column. The normal font used throughout the journal is Times Roman and font size within tables should be 10pt although 9pt font is acceptable for large tables. Column heading and totals (usually bottom and right-hand columns) should be in Bold font. The overall size of the table should fit within the image sizes (see above). Tables larger than these sizes should be redesigned so they become a series of tables: part1, part 2 etc which can be presented on a series of pages. A pair of facing pages is usually sufficient.

Index sheet

Authors submitting works to the journal can, if they wish, provide a list of the entries which they would like to see in the Journal's index. This is just a simple list in a Word document with one entry per line giving the text of the index entry. Please do not provide page numbers; they will be assigned once the journal has been rendered in its final publishable form.