L A N D S C A P E S

Windgather Press, an imprint of Oxbow Books

Editors: Graham Fairclough and Paul Stamper

GUIDELINES FOR CONTRIBUTORS

Submitting an article for publication in Landscapes

The Editors welcome submissions to Landscapes; you are welcome to contact them in the first instance to discuss an article: Paul.Stamper@english-heritage.org.uk or graham.fairclough@newcastle.ac.uk , or follow the guidelines on page 6.

These instructions are intended to make the process of publishing your article in *Landscapes* as efficient as possible. Please read them carefully, and contact the Editors or Clare Litt at Oxbow Books if you have any questions.

Peer-review

Once the Editors have received your article - including the illustrations - they will obtain one or two independent referee's reports on it. We would normally expect this process to take about a month to six weeks. When they have this report, the Editors will decide whether to proceed with publication, or whether to ask you for revisions in the light of comments by the referees or the Editors.

Timing

Once your article has been accepted, the Editors will suggest an issue to place it in and agree a timetable for submission of the finished article to the Editors. **Please make every effort to meet the agreed deadlines**, and give the Editors as much notice as you possibly can if you think you are going to miss it. The scheduling of individual issues, and consequently the publication of other peoples' papers - which they may be relying on - depends on this.

Production process

When the text and illustrations are finalised after peer review and editing and an issue is ready to go into production, Windgather will produce page proofs; these will be proof read and copy-edited by the Editors and/or by the editorial staff at Windgather. You will be sent a copy of the page proofs of your article for proof reading and approval. **This is your last opportunity to check your article.** The proofs are for checking only, and must be returned within two weeks. Windgather then checks and approves a final, corrected proof of the whole issue. The issue is then printed, bound, posted to subscribers and put online at www.ingentaconnect.com

Contributor copies and PDFs

On publication we will send you 1 copy of the issue in which your article appears, plus a PDF of your article. We do not produce separate off-prints, but contributors can purchase extra copies from Windgather at 50% discount. The pdf of your article may be posted online on password protected – ie limited access – pages (eg University department intranet sites) but Windgather's policy is that contributors should not post pdfs openly on the web until three years after publication.

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Landscapes (2000), 1, pp. 38-55
©Christopher Taylor

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Preparing your article

Please read the following style notes and follow them exactly. You may also find it helpful to have a recent issue of Landscapes as a guide and an aide-memoire.

The Text
Your article should normally not be longer than **7,500 words** (including all references and bibliography). Variation from this length needs to be agreed in advance with the Editors.

It should be accompanied by a 200-word abstract (*Please don't forget this!*)

The text **(including notes, bibliography and Figure captions)** must be **double-spaced** twelve-point Times New Roman (PCs) or Times (Macs).

Subheadings
These should use the following system:

first level (A): **Caps and lower-case**, bold, flush to the left margin
second level (B); *Caps and lower-case*, italicised, flush to the left margin.

Please save digital files of the Figures (whether photos, digrams, maps or tables as separate, individual files (ie please do not integrate them with the text file), giving each a file name that includes the figure number and an author's name.

Please save the text file, first, as a Word document (see below for our preferred illustration formats) and secondly if possible as PDF file if you have a preferred layout that you wish to demonstrate and send both by email to the Editors, who will acknowledge receipt. Image files should be sent (by prior agreement with the Editors) via dropbox or a similar web-based transfer system.

Style

Spelling should follow the latest edition of the Oxford Dictionary (i.e. British rather than American spellings).

Capitalisation: We follow the standard publishing practice of lower-casing titles and general references to organisations. For example, 'Big Society', but 'society', 'King William I', but 'the king'.

Dates: Please use the European style (e.g. 23 August 1998). Do not use a comma when referring only to a month and year (e.g. August 1998 not August, 1998). Add an 's' to denote decades (1980s) with no apostrophe. Dates that span several years should appear in full (1006-1066). Please spell out centuries (the eighth century). Eras should be cited as '55 B.C.' or 'A.D. 1430'.

Numbers and measurements. Please spell out all numbers up to twenty. Be consistent in your use of either imperial or metric measurements. If using imperial, please put metric equivalents afterwards in brackets. A space should precede abbreviations, e.g. '76 km'. 'Km' and 'ha' are acceptable abbreviations for 'kilometre' and 'hectare', but please spell out 'acres' and 'miles'. Percentages should be cited as '50 percent'.

Notes and References

All notes and references should follow the Harvard System. Please pay particular attention to following these guidelines by getting punctuation, use of bold, case and italicisation correct. This is often one of the main areas needing correction at proof stage.

In the text: (Fletcher 2011, 188)

In the bibliography at the end of the article:

> *Books, single author*: Fletcher, J. (2011) *Gardens of Earthly Delight: A History of Deer Parks*, Windgather Press, Oxford.
>
> *Books, multi-author*: Blur, H. and Santori-Frizell, B.eds (2009) *Via Tiburtina: space, movement and artefacts in the urban landscape*, Swedish Institute in Rome, Rome.
>
> *Chapters in books, single author*: Williams, H. (2010) 'At the funeral' in *Signals of Belief in Early England: Anglo-Saxon Paganism Revisited*, eds M. Carver, S. Semple and A. Sanmark, Oxbow, Oxford, 68-84.
>
> *Chapters in books , multi-authors*: Turner, S. and Fairclough, G. J. (2007) Common Culture: Time depth and Landscape Character in European Archaeology , in *Envisioning Landscape Archaeology*, eds D. Hicks, L. McAtackney and G. J. Fairclough, One World Archaeology 52, Left Coast Press, Walnut Creek 120-145.
>
> *Journal articles* (lower case) Rundkvist, M., Stilborg, O. and Williams, H. (2007) 'Copper alloy casting at Skamby in Kuddby parish, Östergötland', *Fornvännen* **102**, 279-281.
>
> *Websites*: please give full web address and date accessed:
> http://www.britarch.ac.uk/msrg/pomlashome.htm, accessed 30.06.2011

Please check that the spelling and date in each in-text citation matches the entry in the bibliography, that all references cited in text appear in the bibliography, and that all bibliographic references are cited at least once in the text.

Tables

Please number tables consecutively within your article, as in 'Table 2', and refer to them by number: avoid phrases such as 'as can be seen below' in your text.

Give the each table a title, as in 'Farms in Yorkshire, 1650-1850'.

Indicate approximately where you would like the table to appear in the text. This will normally be a cross reference as part of the text, usually at the first reference to the Figure.

Please save tables – like all illustrations - as separate, individual files.

Illustrations (maximum of 10 per article)

Landscapes is a journal in which illustration - both in black and white and colour - plays a vital part. So please think through the visual aspect of your contribution.

Illustrations should be designed to fit within the journal's page size of 246 x185 mm. Maximum area for illustrations is 195 high x 146 wide though it makes NO ALLOWANCE for figure captions. In general allow 10 mm for a one line caption, 15 mm for 2 lines, etc. Column width for smaller illustrations is 70mm

If the illustrations you submit are not of a sufficiently high standard, we will have to ask you to resubmit them, or find ways to exclude them from your article, and this may delay publication until a later issue. In extreme cases, poorly prepared illustrations may make it impossible for Windgather to publish your article.

Please number all illustrations, whether maps, diagrams, or photographs, consecutively within a single series of numbered Figures. Refer to them in your text by these numbers: avoid phrases such as 'as can be seen below'.

All illustrations must be submitted with the final text of your article, with numbering, labelling and captions complete. Indicate approximately where you would like the figure to appear in the text. This will normally be a cross reference as part of the text, usually at the first reference to the Figure. Please indicate which illustrations you particularly want to be in colour

Preparing Illustrations

For initial submission and during editing stages, all illustrations should be sent in digital form. When the final paper is submitted at the end of the editing process, there may be illustrations which need to be submitted as original hard copy artwork, but in that case please consult with Windgather first.

Scanning, especially colour images

In order for colour to reproduce accurately, colour images need to be scanned using a professional scanner with inbuilt colour correction software. This should preferably be done by a repro house. We would prefer authors to organise this themselves, but if not possible, please send in original artwork – eg photos, slides or drawings to be scanned by Windgather. If a digital file is the only option use a good quality camera on the highest setting. Note: we cannot guarantee accurate colour reproduction from electronic files.

Please print out all Figures and check that they show what they are supposed to show when printed before submitting them (things can look different when printed from how they appear on screen).

Formats

Please note that images need to be the correct dpi *at the size at which they are to be reproduced in Landscapes*. If an image has to be enlarged, resolution is lost.

1. Preferred Formats

TIFF: This is our preferred format for scanned images. If you do not have professional quality scanning facilities, please send the art-work to us for scanning here.

Scan photos and slides at 300 dpi.
Scan b/w line artwork at 600 dpi.
Scan mixed line and tone illustrations at 600 dpi.

Excel: Tints and patterns in Excel charts should be noticeably different. Tints need to be in increments of at least 25%. Do not use complicated patterns. Vertical, horizontal and diagonal lines are best, and check that they are easily recognisable in the legend. DO NOT place the chart on a grey background.

EPS: convert to Tiff or high-resolution pdf with all fonts embedded.

Word: High resolution line artwork and tables. We CANNOT accept embedded photos.

Adobe Illustrator: Convert to black and white. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

Photoshop: All formats are OK.

PDF: High resolution black and white with all fonts embedded at 100%. They need to be compatible with Acrobat 5.

2. Acceptable formats

JPEGS
We prefer not to have JPEGS where possible, but if there is no other option we can accept them providing they are high resolution (eg not 72 dpi taken from the internet). See specifications for TIFFs above.

3. Formats we do not accept

DO NOT SEND anything in these formats:

Low resolution Jpegs (see note below)
Gifs
Powerpoint files (the resolution is too low)
WMF files
CorelDraw

Taking photos for publication with digital cameras
Please set to the highest quality picture setting.

Submitting original artwork
If you are supplying original artwork, whether photos or drawings, contact Windgather first. In this event, please label each item clearly. Photos need to be glossy with good contrast. We cannot scan photos with a matt finish. Please do not submit artwork larger than A4 without prior discussion, and ensure that all original illustrations have been reduced to this size.

Line drawings - style notes
Simplicity is the key to success here. Use just one or two typefaces - Arial or Garamond are preferable. On maps, include a key, a simple north point and a scale, drawn as a line with distance indications rather than as a bar. If doing complicated maps, please set them in colour, and they can be placed on a colour spread. If working in a vector programme such as Illustrator and supplying a digital file, it is OK to use grey. Please remember that grey is best for shading when used *in conjunction* with lines and dots - adjacent grey shadings are likely to cause printing problems, and grey shading on hard copy illustrations supplied for scanning causes problems. Please be conscious that reduction can make small labelling illegible; photocopier reduction provides a useful test if you are unsure.

Captions

Please use captions creatively - they do a lot to enhance the text of an article and the reader's understanding of it.
Caption style examples:

Figure 1. The Rainow Tithe Map, 1848.
Figure 2.The Boundary of Harrop Wood. Botanical evidence points towards the wood's status as an 'ancient woodland'.

Please send all the captions in a separate file with their figure numbers, as well as putting them in the main text file (after the Notes and Bibliography). Remember to include the Figure number and an author's name in the title of all image files.

Submitting your article

Initial submission:

Please email the text of your article to Paul Stamper and Graham Fairclough:
Paul.Stamper@english-heritage.org.uk,
graham.fairclough@newcastle.ac.uk

Please e-mail your illustrations via a file transfer site, eg yousendit.com or dropbox.
DO NOT E-MAIL ILLUSTRATIONS DIRECTLY

Paul and Graham handle the peer review of the journal, and the formal process of accepting articles for publication. They will communicate with you directly.

Submission of final article (after acceptance and any revisions):

If for some reason it is necessary to send hard copy of text and/original artwork (clearly labelled), please send them to Clare Litt at Oxbow Books

If sending original artwork please use a traceable method when posting, such as special delivery or registered mail.

Please let us know if you have any questions. We are looking forward to working with you.

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