

## *The Ryedale Historian* Guidance for Contributors

If you are considering submitting an article to the *Ryedale Historian*, please read through the following notes before preparing the final draft.

The *Ryedale Historian* is the journal of the Helmsley Archaeological and Historical Society. It has been publishing articles on the history and archaeology of the Ryedale area in North Yorkshire since 1965; issues, which appear every two years, may also contain book reviews, summaries of archaeological and historical work in progress, and news about the Society and its members.

### Submitting an article

Articles should be submitted in electronic format, either via an email attachment or on a CD ROM, to the Editor:

R. Godfrey

theyedalehistorian@gmail.com

The text of the article should be word-processed in 12-point Times New Roman. Double-spacing should be used throughout, including references and acknowledgements. Do not indent paragraphs and separate them with two line spaces. Generous margins on the top, bottom and sides should surround the text. If your article contains subheadings, insert them on a separate line and indicate their hierarchical order.

We do not have rigid rules concerning the length of articles; however, if your article contains more than, say, 5000 words please contact the Editor before submission.

Your article should be submitted with a covering letter (or email) to the Editor giving its title and your name, address and email address. The Editor of the Ryedale

Historian and the Committee of the Helmsley Archaeological Society reserve the right to decline to publish an article submitted for publication. We may also ask that you make revisions to your article before accepting it for publication. Authors of articles published in the journal each receive a free copy of the issue in which their article appears.

#### Copyright and acknowledgement of others' work

The article you submit should contain your own original writing, which has not been submitted for publication elsewhere. It should not contain material from others' works without acknowledgement and without their permission. If you quote from someone else's work at length you must obtain the copyright owner's permission in writing; the copyright owner may often be a publisher who may charge a fee. ("At length" is certainly no more than 300 words of non-fiction prose. Permission to quote poetry - even a few words - must always be obtained from the copyright owner. Titles of books, films, popular music etc. are not protected by copyright law in the UK). This rule also applies to illustrations of all kinds, for example a photograph taken by someone else. Remember: just because an illustration is downloadable from the Internet, it does not mean that it is not covered by international copyright laws.

Should your article contain material created by others, please provide a copy of the

permission you have obtained to reproduce it. Please contact the Editor for queries regarding copyright.

Upon acceptance of your article for publication in the *Ryedale Historian*, you will be asked to assign copyright to the Helmsley Archaeological and Historical Society so that we have the right to authorise others (such as schools or charities) to reproduce parts of our issues in the future.

We ask that our journal contributors be fastidious in acknowledging when they are using the words of another writer or drawing upon another researcher's work. Enclose the words directly written or spoken by someone else in quotation marks and provide an endnote indicating the source of the quote. Likewise, when you are broadly drawing on another's work use an endnote to indicate to the reader the book or journal article you are using to make a statement or build an argument.

Even when historians and archaeologists disagree with one another they carefully acknowledge the work that has gone before, citing the author and title of the publication, page number etc. This is not only a matter of professional courtesy but it also allows for readers and other researchers to follow up on the work and add to the body of scholarly and scientific literature. If you are accessing historical documents in an archive (such as the British Library or the North Yorkshire County Record Office in Northallerton), make sure that you take careful notes on the name of the collection you are consulting, the name and location of the archive, and any identifying number. An example of acknowledging an historical manuscript source is given in the 'References' section of this document.

## Illustrations

Illustrations (maps, drawings, charts, tables, photographs) should be kept to the minimum. Use only those which help the reader to understand the scholarship in your article. All illustrations will be printed in black and white in the journal.

Do not embed illustrative material in the word-processed text but separately submit them in digital files using PDF, JPEG or TIFF formats. Should the resolution (number of pixels) be inadequate for clear publication, the Editor may request that they be resubmitted. Please note that colour photographs often do not reproduce well in black and white; if possible, submit black and white photographs. Many illustrations from the Internet which are free to download do not have adequate resolution to reproduce well on the printed page. Where no digital file exists, send the original of the illustration or a clear copy so that we can scan it. Although every care will be taken of original illustrative materials, the Society takes no responsibility for loss or damage.

Please indicate in the text of the article approximately where the illustration should be placed. Illustrations should be numbered in consecutive order as Figure 1, Figure 2 etc. Each figure should be accompanied by a caption that also gives its source (who took the photograph, for example).

Map and site plans should include a north point and a scale. A metric scale is preferred. Drawings of objects (such as pottery) should also include a scale.

Archaeological site drawings should use standard conventions to show edges of excavation, different materials etc. A key should be included if necessary. For standard archaeological conventions, please refer to *A Manual of Archaeological Field Drawing* by Jacqueline Mary Hawker (2001, the British Archaeological Trust). Reporting of analysis results should include error bars measurements. State whether dates have been calibrated when radiocarbon results are provided.

## Style

### *Spelling*

Refer to the *Oxford English Dictionary* for preferred spellings. If there are alternative versions of, for example, local expressions please consistently use one form throughout the article. Use 's' rather than 'z' in words such as authorise.

### *Capitalisation*

Capitalise the following: personal and place names (including rivers); proper names of institutions; period of time; historical eras and events. Examples include Tertiary era, Second World War, the Church of England, Marxism. Note that terms such as medieval, neoclassical and baroque remain in lower case. Titles are capitalised when referring to a specific person. An example would be 'Her Majesty the Queen opened a new shopping mall' but 'A queen would never consider that.' The names of ships, brand names and the titles of books, films and periodicals are also capitalised.

### *Italics*

Italicise (no quote marks) the titles of books, plays, films, television programmes,

newspapers and magazines, paintings, reports and poems, ships; foreign words not commonly used in English; and scientific genus and species.

### *Quotation marks*

Use single quotation marks (‘. . .’) for short quotes. Use double quotation marks only for a quote within a quote. For long quotes, indent in paragraph form and separate from the main body of the text above and below with two line spaces.

If you are quoting words not your own, please reproduce them exactly as they appear in their original form. If you wish to omit some of the quoted words, use an ellipsis to indicate their absence: three dots with a space on each side ( ... ). If you wish to insert a word or two of your own into a quotation use square brackets [...] to enclose them.

### *Dates*

Our preferred style is 28 January 1879; the eighteenth century; 1960s; 1802-06.

### *Numbers*

Spell numbers below 10; numbers above should be in numerals. However, if precise measurements are being given then all numbers should appear in numerals (‘organic material appeared at 1m below the surface’). Use common abbreviations such as km, mm, ha and do not insert a space between the numeral and the unit of measurement.

### *Hyphens*

Use a hyphen between two words when they are used as a single adjective before a noun (for example, a sixteenth-century structure).

### *Dash*

Please use sparingly within sentences to indicate a parenthetical thought. Use the en rule (–) which you can find on the symbol menu in Word.

### References

To indicate to the reader where you have found a particular piece of information or opinion or to give the source of a direct quote, use consecutive superscript Arabic numbering placed immediately outside the full stop of a sentence (no space). The endnotes produced will appear at the end of the article under the section labelled References. No separate bibliography is necessary.

The following reference styles are used in the *Ryedale Historian*.

### *Book*

Author (year of publication), Title: Subtitle. Place of publication: Publisher, p. number.

Example: M.W. Beresford (1954), *The Lost Villages of England*. New York: Philosophical Library, p. 101.

### *Article from journal*

Author (year of publication), Title (no italics). *Title of journal*, volume/issue number, p. number.

Example: T.G. Manby (2009), The Mitchelson Collection and an Early Bronze Age Dagger from Lockton Warren: A Question of Antiquarian History and Assumption.

*The Ryedale Historian* 24, pp. 20-30.

*Book chapter*

Author (year of publication), Title of chapter (no italics), in Editor's name (Ed.), *Title*.

Place of publication: Publisher, p. number.

Example: T.G. Manby (1995), A 19th century antiquary: The excavations and collections of Samuel Anderson, in B.E. Vynner (Ed.), *Moorland Monuments*. York: Council of British Archaeology, p. 104.

*Manuscripts in archives*

Name of repository, reference number of collection. If possible, describe nature of material in collection (for example, wills).

Example: North Yorkshire County Record Office, ZF (MIC 3250/404).

*Personal communication*

Author, nature of communication (letter, phone call etc.), date.

*Internet sources*

Name of website, specific URL of page on which information has been taken, date of access.