

NOTES FOR CONTRIBUTORS

Articles or other materials for publication may be submitted to any one of the editors, whose addresses are given on the inside front cover. Contributors should submit two copies of articles, in double line spacing with reasonable margins, whether typed on A4 paper or computer printed. Articles should normally be no more than 8,000 words, but longer articles will be considered. An *Abstract* of about 150 words should also be supplied. When an article has been accepted for publication, the author is strongly encouraged to send a securely packed backup copy of the final version on computer disk (Apple Macintosh or IBM compatible PC) together with the hard copy typescript, giving details of the wordprocessing software used (Microsoft Word, Wordstar or Word Perfect). However, the publisher reserves the right to typeset material by conventional means if an author's disk proves unsatisfactory. Alternatively a modem service is available. For fuller details please contact one of the editors.

STYLE

Contributors should aim for a style that is accessible to readers in related disciplines. Masculine forms used as universals, e.g. 'the archaeologist and his aspirations', should be avoided. Articles may be in either English or American spelling.

CITATION

Contributors may follow either of the standard conventions:

(a) in-text citations of sources; (b) citation in footnotes.

(a) *In-text citation*. Give author's surname, date of publication and page references (if any) in parentheses in the body of the text, e.g. '(Falassi, 1980b: 114)'. Where a second or subsequent work by a particular author in the same year is cited, references should be distinguished by letters (a, b, c, etc.) placed after the date. A complete list of references cited, arranged alphabetically by authors' surname, should be typed double-spaced at the end of the article in the form:

Falassi, A. 1980b. *Folklore by the Fireside: Text and Context of the Tuscan Veglia* (Austin, Texas).

Give place of publication, but not the publisher. Titles of books, articles and journals should be in the form of the examples in these Notes.

(b) *Citation in footnotes*. References should be given in notes, numbered consecutively through the typescript with raised numbers. Type the notes double-spaced on separate pages at the end of the article. Full publication details should be given at first mention, a short form thereafter:

John Barrell, *The Dark Side of the Landscape: The Rural Poor in English Painting, 1730–1840* (Cambridge, 1980), p. 89.

D. Kramer (ed.), *Critical Approaches to Hardy's Fiction* (London, 1979), pp. 17–18.

B. Reay, 'The Last Rising of the Agricultural Labourers: The Battle in Bossenden Wood, 1838', *History Workshop* 26 (1988), 81–2.

Short forms:

Barrell, *Dark Side*, p. 90.

Kramer (ed.), *Hardy's Fiction*, pp. 175–6.

Reay, 'The Last Rising', p. 82.

QUOTATIONS

Quotations should be in single inverted commas, with double used only for quotations within quotations. Quotations of more than about five lines should be set off from the text and indented. Type double-spaced.

TABLES AND ILLUSTRATIONS

Tables, graphs, maps and line drawings should be provided on separate sheets. Guidelines on presentation are included in the more detailed Notes for Contributors available from the editors. Contributors should provide full details of the illustration source and obtain permission to reproduce copyright material. Any necessary acknowledgement should be included in the caption.

PROOFS

Contributors will receive a proof of their article for correction of any printer's errors and any essential factual errors.

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