



# **THE PREHISTORIC SOCIETY RESEARCH PAPERS**

## **Advice and Guidance for Editors**

The Prehistoric Society Research Papers publish collections of edited papers, or books on specific themes, covering aspects of Prehistory. These may be derived from conferences, or research projects; they specifically *exclude* the publication of single site excavation reports. The Research Papers present the fruits of the best of prehistoric research, complementing the Society's respected *Proceedings* by allowing broader treatment of key research areas.

This is a peer reviewed series whose production is managed by the Society and published with Oxbow Books. Volumes are typically up to 100,000 words, and do not normally include colour without consultation with the Society, and the provision of requisite funding.

### **Funding**

On acceptance it is the responsibility of the volume editors to secure a contribution of £2500-£3000 towards the publication of their volume. The Series Editor will advise, and can apply to funding bodies on the volume editors behalf.

### **The Role of the Prehistoric Society, and its Publication Sub-Committee**

The publication, as a Prehistoric Society Research Paper, will be overseen by the Society's Editor (as Managing Editor) and Series Editors (appointed by the Society), who together comprise the Publication Sub-committee. In agreeing to undertake this, one of the Series Editors or a member of the Prehistoric Society Council will edit the volume jointly with you. They will act on behalf of the Society and its Council, and will open and lead the discourse with our publishers.

Once the publication proposal has been agreed by Council, and contributors are formally notified, you are agreeing to act as editor/joint editor and accept the obligation to ensure that the publication occurs, adheres to an agreed timetable, and that high academic and quality standards in texts and illustrations are maintained through the procedures outlined below through continued dialogue with the Society's Managing Editor and Publication Sub-Committee.

The Prehistoric Society *Research Papers* aim to publish a cohesive collection of papers that together make a significant and useful contribution to studies of Prehistory. The editors should aim to provide a balanced volume, and should provide suggestions and advice to their contributors to facilitate this.

### **The Role of the Volume Editor/s**

See below and checklist at the end of the guideline

### ***Prehistoric Society***

The proposers must present the Publication Sub-Committee a full proposal of the

- working title and theme of the book
- list of the papers (working titles and contributors)
- word length and additional instructions for the contributors
- proposed timetable

as given in the outline proposal forms available on the Society's website

The Prehistoric Society may provide advice and suggestions. Progress will be monitored by the Managing Editor.

### ***Volume size***

Most volumes will generally be between 180 and 200 printed pages, and generally comprise about 100,000 words. The length and number of intended papers need to consider this. The format is 275mm × 215mm and figures should take account of this.

### ***Compilation of the volume***

You should provide the contributors with some overall tenor or themes for the volume and any general volume-wide, or paper specific, requirements you have – supply a remit for the volume you propose. You may wish to request that individual contributors change the emphasis or tenor of their verbal presentation to reflect the themes brought out by the papers or discussions. You may wish to request that papers address general or specific matters relating to some main themes drawn out at the conference. Any such instruction should be made in writing/email and given by the editors with the notes for contributors.

You may wish to suggest that individual contributors offer a different written paper to their verbal presentation in the interest of producing a balanced cohesive volume. Indeed following the meeting some contributors may offer different written papers to their oral presentation.

The editors may wish to invite other contributions to balance the volume and/or from those unable to attend the meeting.

The editors should supply each contributor with guidance notes for contributors (available from the Series Editors) – house-style follows that of the society's *Proceedings*.

### ***Submissions***

All submissions should follow the format and guidance given in the notes for contributors, which largely follow those for the *Proceedings*. These will be supplied to editors to pass to contributors.

Contributors should be given clear, written instructions regarding: size, format, word length, illustrations (black and white, colour generally not accepted), timetable, and general information about the Prehistoric Society *Research Papers*.

Contributors should be made aware that they may be asked to revise their papers following refereeing, and that submission does not guarantee publication; contributions may be rejected.

Your volume should be submitted preferable on CD or memory stick (or via email with agreement of the Series Editor). See 'Volume Layout' below. It should be accompanied by a paper copy. Submission should include:-

Short title, full title, list of content, list of figure captions, list of table captions, list of contributors agreed contact addresses (File name eg, '0 Pelims.doc')

Each paper (File name: '1 Author'; '2 Author'; '3 Author' etc)

Each figure (File name: '1 Author fig 1.1'; '1 Author fig 1.2')

Tables (File name '3 Author tables')

Paper copy of external (and volume editors) referees comments on each paper individually, and a comment sheet of how the editors and author has dealt with these. This

may include rejection of the paper. In previous volumes a number of papers have been rejected to maintain the academic quality and/or the balance of each volume.

### ***Copyright***

The volume will be copyright of the Prehistoric Society/Oxbow Books and the authors. Further details will be supplied on acceptance of a volume. All contributors will be expected to sign a copyright agreement, copies of which will be issued to the editors by the Society's Managing Editor for distribution. Proofs will not be issued until these are received.

### ***Images***

Ensuring images are supplied in a correct and suitable format for publication is one of the most important aspects of preparation and most common causes of delay. As editor it is your responsibility to brief your contributors and ensure they submit illustrations in the correct format. Digital images must not be embedded within text and must be produced in suitable graphics formats at the appropriate resolution – see *Notes for contributors*. As editor you should ensure that all of contributors have all relevant copyright and reproduction agreements and have paid all relevant fees. The Prehistoric Society will not pay such fees unless agreed in advance .

### ***Refereeing***

All papers, whether specifically invited or general contributions must be refereed by *at least one relevant and suitable referee*, preferably anonymously, *and* one of the volume editors. Each paper should, preferably be refereed individually (as if it were be considered for inclusion in the *Proceedings*). On receipt of all corrected and revised papers it is advised to have a reader/referee to read the entire volume for balance, and ensure all papers fit within the remit set by the editors. A record of the referees comments, and how each author has addresses those comments should be supplied to the Series Editors with the submission of the volume, and the Readers comments. The editors may seek referees or suggestions for referees from the Series Editors and the Society's Editorial Advisory Committee.

Contributors should be made aware that they may be asked to revise their papers following refereeing, and that submission does not guarantee publication; contributions may be rejected.

### ***Academic content and editing***

The content should be balanced, (see compilation) and the academic presentation is in part ensured by the refereeing process. It is the editors' responsibility to ensure that papers reach the required academic standard and that they are copy-edited to a consistent house style. Advice may be sought from the Series Editor and the Society's Managing Editor.

### ***Editing***

Editing should be for academic points, grammar and consistency. That consistency should follow PPS house-style but should be consistent throughout the volume (ie, between papers and not just within papers) – see some Series conventions at the end of 'notes for contributors'

It is suggested that one editor is nominated to take the lead and ensure full volume consistency. Volumes where papers are internally consistent, but are not consistent between papers create huge problems with indexing at a later stage. If this is noted by the Series Editors, the entire volume will be returned to the volume editors to deal with.

### ***Using the word template***

Ensure all papers are formatted in the PS Oxbow Research Papers template. Either give this to your authors, or add them to the template upon completion and editing. Add the template to your Word Program Files/Microsoft Office/ Templates folder and open through 'new' document.

The PS Oxbow Research Papers template contains ready-made styles for your text. Highlight the word 'TITLE' and type in the title of your paper. Do the same with 'Author' then place the cursor on 'Body Text' and begin typing. We do not need the text to be elaborately formatted, but italics should be in italics. Do not put in running headers or double columns.

#### Things to AVOID:

1. Please do not insert a tab at the beginning of the first paragraph following a heading.
2. Please do not use underlining, use italic instead.
3. Please do not type headings in capitals.
4. Please do not supply embedded illustrations or tables (submit them as separate individual files).
5. Please avoid superscript th in 6th, 8th, etc.

#### Things to DO:

1. Please re-format existing text with the styles in the Oxbow template.
2. Please insert tabs at the beginning of paragraphs.
3. Please be consistent with spelling, use of punctuation and abbreviations.
4. Please use fullstops after initials in people's names with no spaces them (as *Proceedings of the Prehistoric Society*). Thus Sinclair Hood should be M.S.F. Hood, and NOT M .S. F. Hood or MSF Hood. This applies to the Bibliography as well as the text.

### ***Proofs***

Proofs will be supplied by a Series Editor to the volume editors. One copy of first proofs should be sent to the principal or corresponding author of each paper. If possible, they should be informed in advance of the proof timetable and, on issue, given a deadline for return (we suggest a maximum of 3 weeks, unless previously agreed). Corrections arriving after the agreed deadline cannot be guaranteed to be included. The editor/s should also proof read every paper. Editors will be informed of the agreement concerning offprints or copies once a volume has been accepted.

It is the editors responsibility to check, approve and collate comments. Proofs supplied as PDFs should not be marked up as digital comments in the pdf. Comments should either be marked up paper copy or where there are few typed in a clear and unequivocal list of points.

The Society's Managing Editor holds template forms and letters for the sending out of proofs etc which are available on request.

Proof corrections should be for correction or errors and is not an opportunity to re-write the paper.

### ***Editors responsibilities and role***

It is the editors responsibility to find appropriate funding for the volume (seek the Series Editors advice at the earliest stage). It is the editor's role to ensure all papers are refereed, and to inform your contributors that submission (even invited contributions) does not guarantee

publication. It is the editor's role to consider referees comment and pass on required changes, revision, re-wrights to the contributors.

Editors should supply contributors with a brief – stating the ethos of the volume, the type of paper they are seeking, the word length (stating if this is guide or maximum), indications of the numbers of figures and tables. Contributors should be supplied with the notes and conventions and a timetable of production with deadlines.

Editors should manage the writing, editing and production process to submission. They should note that some grants may have deadlines by which their volume must be: submitted to and accepted by the Prehistoric Society Series and Managing Editors, or in proof, or published. Failure to adhere to timetables may loose agreed grants.

Editors should beware that radically altering the volume since application (including modifying the contents) may contravene rules of some agreed grants, and make them null and void!

Editors should notify the contributors of copyright requirement, and it is the authors responsible to ensure that copyright has been obtained (and fees paid unless agreed to the contrary in advance with the editors / Series Editors).

The Editors should provide the contributors with timetables for submission, and referees for providing comments etc.

The Editors should supply fully edited and volume consistent text to the Series Editors.

Editors will be passed copyright details to pass to all contributors with their proofs. Editors must collate the full set of proofs and full set of signed copyright agreements (the latter from every contributor).

### ***Timetables***

A timetable for the receipt of texts should be *agreed* with the majority of contributors at the outset and with Oxbow Books. This should be given in writing to all contributors with the notes and your requirements. It is your obligation to attempt to undertake the editing and production of the text within your agreed timetable, on behalf of the Prehistoric Society.

The editorial team should outline a reasonable timetable for a) refereeing, b) revision of papers c) the editorial process d) preparation for submission to the publisher

Referees should be given, and agree to, a timetable to respond within.

*Failure to adhere to timetables can seriously jeopardise the production programme of the volume, and ultimately the currency and immediate relevance of the volume .It may jeopardise grants secured on the volume. If timetables are grossly exceeded the Society may impose a change of editors and/or take on the editorship itself or cancel the volume.*

### ***Copies and offprints***

All editors and contributors are entitled to a complimentary copy of the volume. No offprints will be provided, but each contributor will receive a PDF of their article on condition that it is not put on any public website until 3 years after the publication date.

### **Costs**

It is the volume editors responsible to seek and find (with the Series Editors guidance and assistance) funding of £2000-£3000 towards their volume. This goes towards Oxbow publication costs, and helps maintain an affordable cover price for your volume. Any likely costs should be discussed with the Prehistoric Society and advance, and will need approval and authorisation of the Society/Council. Refund of unapproved expenditure cannot be guaranteed. It is the editors responsibility to obtain grants to cover a portion of the publication costs; usually £2000-£3000.

### **Volume Layout**

- Half Title
- Title Page
- Title and Editors
- Imprint page (will be supplied by Oxbow Books)
- Contents
- List of contributors and addresses
- Abstract
- Foreign language abstract (will be commissioned and supplied by the Society)
- Acknowledgements
- Foreword [optional] by invited contributors or editor/s
- Papers including individual bibliographies
- Index (the publishers will commission and supply)

### **Supporting Documentation Available**

- 0 Prehistoric Society Research Papers Statement
- 1 Prehistoric Society Research Papers (outline of the series)
- 2 Proposal Form
- 3 Notes for Editors
- 4 Notes for Contributors
- 5 Illustrations
- 6 Notes for Referees

### **EDITORS CHECKLIST**

It is your responsibility to do the following, and failure to do will result in your script being returned to you.

- Compile the volume to create an academically cohesive book
- Commission your contributors giving them a brief (nature of the contributions, aims of the book, content of the book, word limit, illustration etc. and a provide them with the relevant Research Paper guidelines – possibly giving them the template)
- The editor/s should provide advice guidance to their contributors, and be prepared to ask for them to rewrite sections, or the paper to fit with the brief and the volume you wish to produce (see refereeing below)
- Have each paper refereed by yourself/yourselves and an appropriate relevant referee as if it were being submitted to a journal such as *Proceedings of the Prehistoric Society*

- Act on those comments, inform authors, ensure they have responded, record the key points of the referee and how the authors improved their text in response (and supply this with the texts on submission),
- Copy edit all papers to uniform nature following the house-style and conventions etc
- Put all papers in the Research Papers template (Series Editor will supply)
- Discuss the progress with the Series Editors; provide updates and examples of the progress
- Multiple editor volumes must be done collaboratively to ensure the volume aims, and size are met ... volume editors should not work independently and just ‘bundle their edited papers together
- Ensure you volume meets the brief and original proposal – if the volume becomes significantly larger, requires colour or more colour than required, the cost of production and cover price will increase – and consequently so will the quantity of funding you will be required to supply
- NOTE: if the volume is pre-advertised, and on submission is significantly greater than that proposed – and costed, the volume Editors will be liable for the difference in funding required
- Find funding, with the aid of the Series Editors, for the volume of *c.* £2250-£3000 depending on the size and requirements of the volume. If no funding has been sought you will be required to do so before the volume is published.

Dated July 2006  
Version 1.5 Revised October 2012