

THE DEVONSHIRE ASSOCIATION

for the

ADVANCEMENT OF SCIENCE, LITERATURE & THE ARTS

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INSTRUCTIONS FOR AUTHORS

The *Reports and Transactions of the Devonshire Association* has been produced since the foundation of the Association, and date back to 1862 when Volume 1 was issued. In 2018 we will publish Volume 150 and the Association is rightfully proud of the legacy contained within the pages that we assemble. These notes are intended to be helpful to authors in the preparation of their papers and to ensure the consistent presentation of papers and reports throughout the *Transactions*.

Papers submitted for publication in the *Transactions* of the Devonshire Association must be relevant to the county of Devon (or a part thereof). Papers should be intelligible to both the specialist and other interested readers. Besides specific items of original content, works of synthesis, summarising the results of recent new research in the fields of science, literature and the arts, will be especially welcome. All papers are sent by the Editor to one or two reviewers (who may wish to remain anonymous) for constructive comment. The Editor welcomes suggestions for reviewers from authors, although reserves the right to make a different selection. Authors will be asked to revise their paper in the light of reviewer's comments. Rejections of external and editorial advice will have to be justified to the Editor, who retains the final word on the issue! Papers more than 8,000 words in length may need special justification, but short papers are particularly welcome.

Publication is usually in November or December of each year. Authors will be provided with a pdf of their paper for personal use. This pdf should not be uploaded onto institutional websites or placed on sites such as *Researchgate* or *LinkedIn* or any location where it would be available to non-members of the Association. Authors of accepted papers are expected to present a summary of their work at the Annual Meeting of the Association which is usually held over the first weekend of June. Such presentations are usually allocated 15–20 minutes and may be illustrated with '*powerpoint*' slides (ppt. rather than pptx.), but we do not have access to a 35 mm slide projector or an overhead projector.

The Editor is happy to discuss ideas for papers at any time, but an outline and estimated length of the paper to be submitted should be sent by early December. Final versions of papers may also be submitted at any time, although those received after mid-January in any year may be too late for inclusion in the programme for the Annual Meeting and the Volume for that year.

Submission Process

Papers should be submitted as an e-mail attachment, provided that the files are not overly large. If large files have been created, it may be preferable to send the copy by mail on a CD or use an on-line system such as 'WeTransfer'. This is particularly the case where complex diagrams or high resolution images are included. At the time of initial submission complex images are best submitted as pdfs, with the final diagrams sent once the paper is accepted. Please use Word files (if possible) and save in *doc.* format rather than *docx.*

The electronic version of the paper will be used for the review process, and returned to authors, with comments, electronically where this is possible.

On each page there should be a margin of at least 3 cm on the left-hand side and one of at least 2 cm on the right-hand side of the page. Text should be provided at 1.5 line spacing using Arial (12 pt) or Times New Roman (12 pt) font.

The **first page** should have the title of the paper, the name(s) of the author(s), followed by their letters and addresses (+ email addresses if desired). This is followed by an **ABSTRACT** of about 100–150 words, summarizing the paper for the benefit of the non-specialist reader and for librarians, compilers of bibliographical abstracts, etc. Abstracts **must not** include references, notes or illustrations. After the abstract, authors may suggest an appropriate running head that appears on all subsequent pages.

The text should follow the abstract (or suggested running head), with **Headings** and **Sub-headings** that follow the style adopted by the *Transactions*. The **number of words** in the paper should be given on the final page.

Headings should be used to divide the text into appropriate sections and authors must adhere to the Devonshire Association house-style. This is a great help to the Editor and the printer. For examples of style, consult recent volumes of the *Transactions*.

All references to published work must go into an alphabetical list of **REFERENCES** at the end of the paper. The Devonshire Association follows the 'Harvard' style of referencing – in the body of the text the names and authors and the date of publication should appear in brackets after the relevant piece of text, e.g., (Smith, 1998). Pagination should be added if appropriate, e.g. (Smith, 1998, pp. 23–35). If more than one referenced paper was published in the same year, use 'a', 'b', etc., to distinguish them both in the text and the references, e.g. (Smith, 1999a; Smith, 1999b, etc.). Multiple authorships can be referenced in the text as (Smith and Smith, 1997) or – in the case of more than two authors – as (Smith *et al.*, 1997). The initials of all authors should only be given in the reference list. The only exception to this

is where an author references two authors with the same surname and it may be clearer to readers if an initial is used in this case.

Long **quotes** from published works are discouraged and authors must be able to show that they have permission to use such lengthy quotations from the publishers and/or authors.

The published works should be listed in the **REFERENCES** as follows:

For a book:

Alford, D. P. **1891**. *The Abbots of Tavistock* (Brendon & Son, Plymouth).
[i.e., paying particular attention to punctuation: *author(s)*; *initials* (add: *ed.* or *eds*, if appropriate; *date of publication in bold*; *full title of book in italics*; *publisher* (if known) and *place of publication* in brackets. A 2nd or later edition should be noted immediately after the place of publication, e.g. 2nd edn, 1969 or 1969 edn].

For an article:

Smuts, R. M. **1978**. The Puritan Followers of Henrietta Maria in the 1630s. *English Historical Review*, **92**, 26–45.
[i.e. *author*; *initials*; *date in bold*; *title of article in roman*; *title of journal in italics*; *volume number of journal in bold*; *pages numbers of whole article*. Use only the approved full title for journals. The only journal where an abbreviation is normally allowed is for the *Transactions* and this is *Rep. Trans Devon. Assoc. Advmt Sci.*

For articles in edited monographs and books:

Picken, W. M., **1960**. The “Landochou” Charter, in Hoskins, W.G. and Finberg, H. P. R., eds, *The Westward Expansion of Wessex and Supplement to the Early Charters of Devon and Cornwall* (Leicester University Press, Leicester), 36–44.

NOTES may be included if necessary, with consecutive superscript numbers in the text, and a separate listing [i.e., **not** footnotes] before the **REFERENCES**, under the heading **NOTES**. By this method all archival material should be listed (including anonymous newspaper items under the title of the newspaper. Use *op. cit.*, or *ibid.*, for further references to the same item or piece of work (e.g., Smith, J. **1999a**, *op. cit.*, 306.). If **Notes** are being used please remember that they must be clear and easy for readers to navigate.

References to **WEBSITES** should be clear, complete (giving the full listing of the specific entry used by the author) and the date on which they were accessed given. This is because sites may change over time and a site visited by a reader may be different from that seen by the author.

ACKNOWLEDGEMENTS can be given under a separate heading at the end of the paper, before the **NOTES/REFERENCES**. If required, a separate list of **Abbreviations Used** may be included before the **NOTES**.

ILLUSTRATIONS

Illustrations (line drawings, photographs, *etc.*) are welcome but must be of good quality. Only electronic versions (jpg, tif, pdf) can be used as we do not have the facilities to convert the artwork into electronic files. Contact the Editor if this is a problem. All illustrations are very welcome, but must be relevant to the text, of good quality and not repetitive. All illustrations are listed as **Figures** in the *Transactions*. A separate list of **captions** to **Figures** must be supplied. Sources for illustrations should be given (e.g., name of photographer and date of photograph). If a figure has been published elsewhere it is normal to list this as 'from' (and reference given) or 'after' where there has been some modification to that previously published. Authors must obtain copyright permission(s), and pay all charges if relevant, for reproduction of illustrations. Colour illustration is provided free-of-charge, as can be seen in recent issues of the *Transactions*. Coloured illustrations and diagrams must be of good quality and attractive to the reader. The excessive use of colour images is not encouraged and papers that look like photo-albums will not be accepted. **Do not submit a paper with the illustrations and figures 'embedded' within the text.**

The printed size of the page is 17 x 10.5 cm and illustrations cannot exceed this format. Please look at the page format and consider the layout of diagrams carefully. We normally print images across the page in order that they can be read without turning the volume through 90°. Illustrations that include text un-readable at this page size will not be accepted without modification.

Illustrations can be submitted separately on disk as an electronic file (pdf, tif, or jpg formats are acceptable). If scanning from an original, please ensure that this is at a resolution of at least 300 dpi.

Tables should be submitted as digital files, with captions separate at the end of the manuscript.

Proofs

Authors will receive a pdf of their paper in the autumn. Please let the Editor know if you will not be available for long periods at that time of year. These proofs must be checked very carefully and errors/corrections returned to the Editor as soon as possible. If there are specific editorial questions, please respond accurately. Do not return annotated proofs in an un-readable format! While minor changes may be entertained (for reasons of accuracy), major changes to papers are not possible at this time. Many computers now have Adobe readers that allow post-its to be added to a pdf and, for minor corrections, this system can be used. Alternatively, print out the paper, indicate the changes and post back to the Editor.

Miscellaneous

- Authors must ensure accuracy in all submissions and ensure that all the required files are sent as e-mail attachments or on a CD sent by post;

- Indent paragraphs, except at start of the paper and under headings and sub-headings;
- Use single quotation marks for short extracts. Longer quotations should be separated from the rest of the text by line spaces, and set in smaller type (if possible; otherwise leave for printer);
- Use 'nineteenth century' not '19th century'. Use 'nineteenth-century' with hyphen when used adjectivally, e.g. 'a nineteenth-century building';
- No full-stop is needed after St [for Saint], Dr [for Doctor], etc., as the last letter is the last letter of the abbreviated word;
- Use 'Westcountry' not 'West Country';
- Italicise proper names of ships, fossils, plants and animals, but do not italicise 'informal' names;
- Measurements should be given in SI units (cm, m, km, μm , etc.);
- For historical material keep money and measurements in imperial, but put decimal/metric equivalent in brackets;
- Use commas for large numerals, e.g., £1,300; 20,300;
- Do not use lower case letter 'l' (el) for '1' (one) or 'O' for '0';
- Use the longer en-dash (rather than hyphen) when indicating a range or giving page numbers (pp. 23–8).
- Be consistent with punctuation and only insert a single space between words and after punctuation. Always type a space between initials in names: A. B. Smith;
- In runs of figures, only repeat the minimum figures: 123–4 (not 123–124), but always repeat 'teens': 113–14;
- If in doubt about any issues, contact the Editor, but please consult a recent issue of the *Transactions* as to the style, layout and general appearance of a paper. **DO NOT**, however, attempt to page-set a manuscript at time of submission as this is a complete waste of the authors' time. It does not help the Editor or the type-setters!

REPORTS

Recorders and secretaries of Sections, who provide material annually for the *Reports and Transactions* should follow the style adopted in recent volumes.

The text should be Arial (12pt) or Times New Roman (12pt) and follow the guidance given above (e.g., 1.5 line spacing, indent new paragraphs, *etc.*). **References** to books, papers and websites, *etc.*, should also follow the guidance given above, but **Notes** are not normally appropriate.

Reports should not be excessively long and entries covering activities **outside** Devon should be brief. Reports of meetings should focus on content rather than the organisation of the event. Field reports should, where possible, include 4, 6 or 8-figure grid references and the sheet identification letters (e.g., ST, SW, *etc.*). **Reports** should focus on the highlights and these may include colour images if there is a need to illustrate unusual species, important new discoveries, temporary geological exposures, or details of a building being visited. Images that include people should have their approval and 'group photographs' are not encouraged. Images will be limited in these **Reports** and the website is a more suitable location for 'photo-galleries'.

While these instructions may appear complex, the simplest guide is to look at a very recent volume of the *Reports and Transactions* as that will give an immediate 'feel' as to how things should look in terms of content. Do not attempt to page format a paper in an attempt to submit something that looks like the real thing!

Malcolm Hart
November 2017