

Guidelines for contributors

by Dennis Gallagher

Principal editor, Académie Internationale de la Pipe

Submissions

The Academy welcomes the submission of original papers that fall within the remit of this journal and for which the author possesses full publication rights for both text and illustrations. All submissions should make a valid contribution to knowledge, whether this be of a scientific, historic, artistic or cultural nature, and they should be of a suitable standard for inclusion in an academic journal.

Papers should in the first instance be sent to the principal editor for consideration (contact details below), who will circulate them to the sub editors for comment if they are in a language other than English or if there is any doubt as to their suitability, content, or quality.

All submissions should include a clear title for the work as well as the name(s) of the author(s) as they wish them to appear in the final publication. Any material submitted for publication will be peer reviewed before being accepted. The Academy reserves the right to decline papers of inappropriate subject matter or insufficient quality or to return them for revision if they do not meet the guidelines set out below. Please note that any material submitted (paper, disks, photographs, artwork, etc.) will only be returned to the author if this is specifically requested in a covering letter that is included with the material at the time of submission.

Abstract

Each paper should be preceded by an abstract, 100 to 150 words in length, which summarises its main points.

Language

English is the preferred language for submission, but papers in other major European languages (French, German and Spanish) will be accepted where this is not possible. If papers are submitted in other languages they should include a comprehensive summary (at least one tenth the length of the main text), which will be translated into English and published with the full article.

Format

Texts should be sent in an IBM compatible digital format and can be submitted on either floppy disk, CD or as an email attachment. Tables can be included in the text but, if the data is drawn from separate files (for example, Excel tables) then copies of these should be included as well. Illustrations should not be embedded in the text.

References

Any evidence presented in a paper should be properly referenced so that the source can be identified. References should be given using the Harvard style. Footnotes or endnotes should not be used. Do not use '*ibid*' but rather the author, year and page(s) for each entry.

Non-Roman scripts should be transliterated.

In the text

Give the author, date and page number in brackets, e.g., (Davey 2005, 25)

In the list of references

Details of published sources should be listed at the end of the paper with a reference provided at the relevant point in the text. Each reference at the end of the paper should include the names of all the authors, the complete title and publisher of the work and the year and place of publication. Use minimum capitalisation for both book and article titles; that is use capitals only for proper names.

Books

Piers, H. 1835 *Biographie de la ville de St Omer*, St Omer: Lemaire.

For articles or sections within a larger volume the page numbers for the relevant section should also be given, together with the authors and title of the volume as a whole.

Articles

Stam, R. 2009 'National clay pipe summaries: Netherlands', *Journal of the Académie Internationale de la Pipe*, 2, 93-108.

Embedded articles

Higgins, D. A. 2003 'Tobacco pipes from excavations at Dung Quay, Plymouth' in P. Stead 'Excavations of the medieval and later waterfront at Dung Quay, Plymouth', *Proceedings of the Devon Archaeological Society*, 61, 63-95 (21-133).

Websites

Smith, R. H. 1998 *Canadian clay tobacco pipe industries*, online at <http://www.virtlogic.ca/pipe/pipes.html> [accessed 27.09.10]

Manuscript sources

Manuscript or similar sources should be cited in a separate section. Details should be given of the collection housing them and any accession or reference number.

Acknowledgements

Acknowledgements should be placed in a separate paragraph at the end of the paper.

Illustrations

- Every figure must be referred to in the text and each is to be given a separate number (Figure. 1, Figure 2, etc.)
- Wherever possible a metric scale bar should be included in the illustration and the units of division noted in the caption (Scale = 5cm, etc.)
- Where this is not possible a known dimension for any object illustrated should be given in the caption (e.g., 'Height of pipe bowl is 49mm'), but do not use a ratio scale (e.g., 3x life size, or, 1:50) because of the problems of sizing digital images.
- Illustrations of the smaller types of pipe bowl (around 7cm or less in height) should be prepared with a view to being published at life size with details of any

makers' marks at twice life size.

- A caption should also be provided to go with each figure, including the name of its creator so that they can be properly credited. Captions for figures and tables can be placed in the text to mark the ideal position for their insertion but they should also be provided as a separate list accompanying the main text.
- Tables and illustrations should be submitted as separate digital files or as individual pages at the end of a document, and numbered sequentially using Arabic numerals for figures. They can also be submitted as good quality original artwork or photographs suitable for scanning. Digital images should be provided in CMYK format as TIFF or EPS files at high resolution suitable for printing. As a guideline, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350-400 dpi for half tones, 600 dpi for slides or transparencies, 800 dpi for simple line and 1200 dpi for fine line illustrations. Please note that the final reproduction quality is dependent on the quality of the original illustration.
- All line drawings, photographs and tables should be listed together in one series as figures.
- Illustrations should not be embedded in the text, but sent as separate files or hard copy, with the positions to which they refer being clearly marked in the text (for example, Fig. 1, Fig. 2, etc.).
- A separate figure list should be provided.

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Preparing the text

Font

10pt Times New Roman for main text and captions. Tables and numbers within figures in Arial 8pt.

Headings

1. 10pt in bold with 6pt space.
2. 10pt Italic in bold no space.
3. 10pt Italic in bold run on.
4. 10pt Italic no space.

Measurements and numbers

All measurements should be given in metric unless an original source using some other unit of measurement is being cited, when the metric equivalent should be given in brackets as well. Where a paper refers to a country or area where some other unit of measurement is generally used, then the measurement should be given first in metric, with the local unit of measurement in brackets if desired. Numbers should be given with a comma separating each third principal digit and a decimal point separating fractions, e.g., 1,959.08.

Quotations

Use single quotation marks throughout, with double "quotation marks" for a quote within a quote. Quotes longer than *c.*20 words should be indented, without quotation marks, as follows:

This is an example of a long quote. Note that there are no quotation marks and that the text is indented. The source is given in Harvard style at the end (Higgins 1897, 33).

Dates

Centuries in full:

'seventeenth century' NOT 17th century.

1700s, 1880s NOT 1600's, 1880's.

c = circa

Checklist

Submissions should include the following elements: -

1. The main text in an IBM compatible format, with any acknowledgements at the end.
2. A comprehensive summary of at least one tenth the length of the main text (but only if the paper is submitted in a language other than English).
3. A list of references, including both published and unpublished sources.
4. Tables or illustrations as separate items (not embedded in the text), as either digital files (as specified) or good quality hard copy.
5. A list of captions for each table or illustration, including a note of any scale size and the name of the artist or photographer.
6. Confirmation that all necessary copyright permission has been obtained.