

**WEALDEN IRON RESEARCH GROUP**  
% 3 Saxon Road, Worth, Crawley, RH10 7SA  
Tel: 01293 886278; jshodgkinson@hodgers.com

***WEALDEN IRON, Bulletin of WIRG***

**NOTES FOR AUTHORS, April 2020**

**1.0 THE EDITORIAL PROCESS**

**1.1** *Wealden Iron* first appeared in 1969 and is now issued annually in hard copy to some 150 members. A volume normally runs to a maximum of 72 pages, including the index.

**1.2** The Editor is responsible for producing *Wealden Iron*.

**1.3** The latest date at which articles can be received for the volume to be issued for the same year is 30 April.

**1.4** An article must have a clear line of argument with conclusions and be intelligible to the interested lay reader, and not just to the other couple of experts on the topic.

**1.5** The Editor makes an initial assessment of a submitted article and, if it is relevant to *Wealden Iron*, a referee, an acknowledged expert in its field is asked to read it and to report to the Editor on originality and significance. In accordance with normal convention, the referee remains anonymous. If the report is favourable, you are advised of any comments including changes that should be made. The comments of the initial assessor, the referee and the Editor may call for quite extensive rewriting and resubmission, sometimes in a much shorter format. It is the Editor who makes the final decision on whether to accept an article for publication. If the referee recommends that the article not be accepted, the Editor may seek a second, independent appraisal in an attempt to explore ways in which it could be reworked. Whenever possible, the Editor will give feedback on why an article has not been accepted.

**1.6** Which articles the Editor can include in a given volume depends on their individual length.

**1.7** If an article is accepted, you will be asked to provide the text as agreed with the Editor, digitally or on paper, and in full accordance with the guidance in these Notes, unless exceptions are agreed in advance.

**2.0 PREPARING ARTICLES FOR SUBMISSION**

**2.1** *Wealden Iron* is printed in monochrome throughout and you are encouraged to take full account of this. It is possible for use to be made of the inside of the front or back cover, which can be printed in colour, but as illustrations placed there will be separated from the text the facility will only be considered in exceptional circumstances. Also take account of its page format when preparing tables and illustrations, particularly if they need to be reduced to a set scale. The page dimensions are:

- printable page width – 115mm;
- printable page height – 160mm, including figure captions;

**2.2** Articles for *Wealden Iron* are normally prepared from the digital version of your final text, tables and illustrations submitted on CD or via e-mail. The preferred word-processing system is Microsoft Word. If you are unable to submit in this way, in whole or in part, consult the Editor as early as possible.

**2.3** Initially you should submit your article in digital format or on paper. The latter should not carry any manuscript amendments. You should retain an identical copy. When you have agreed with the Editor the final text of an accepted article, you should submit a digital version with positions for the insertion of figures clearly marked. **Figures should be submitted separately from the text.**

**2.4** The paper copy (and hence the digital text) should be prepared at A4 page size, in 11 point text with double spacing with good margins. Notes and references should have the same spacing as the main text and should start on a new page. All pages should be numbered, and the first line of paragraphs indented. Right-hand justification should not be used and splitting of words with hyphens between lines should be avoided. Text to be published in italics, bold, etc., should be formatted and printed as such.

**2.5** Articles should not normally exceed 5000 words plus references. You should offer justification for greater length. Longer articles may be acceptable if justified by the content. Large numbers of illustrations (photos, diagrams, graphs etc.) may cause an article to be too long to be accepted.

**2.6** Where appropriate, articles should be divided into sections described by headings which should be printed in bold type and capital letters without a full stop. Sub-sections should adhere to a logical hierarchy.

**2.7** Check your article carefully before submission. It should be internally consistent in spelling, style of references etc. Refer in the main text to ALL figures and tables in the order in which they appear.

**2.8** You are responsible for obtaining permission to print text and illustrations in which copyright subsists, and for including appropriate acknowledgements in the article.

**2.9** In an excavation report you should state where the finds and the 'site archive' have been deposited.

### **3.0 EDITORIAL CONVENTIONS**

**3.1** The stylistic conventions set out below are broadly consistent with those of the major UK archaeological and historical journals. For guidance on points not covered here consult Modern Humanities Research Association, *MHRA style guide*, edition 2.3 (2008), free to download from <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>; Council for British Archaeology, *Signposts for archaeological publication*, 3rd edn (1991), hereafter CBA, *Signposts*, and/or R. M. Ritter, *The Oxford guide to style* (Oxford: OUP, 2002).

**3.2 Spellings** should follow the current edition of *The concise Oxford dictionary* for common words. In particular, words such as 'organisation' and 'recognise' should be spelt with an 's' rather than a 'z'. The spelling of place-names should generally follow modern Ordnance Survey

maps. Quotations from documents should be rendered in modern spelling and orthography, unless the usage of the original is in itself significant. Words without modern equivalents should be presented in italics.

## 3.2 Quotations

**3.2.1** Quotations should normally be given in English, and should be carefully transcribed. If quotation in another language is essential, a translation should also be given. Single quotation marks should be used, and double quotation marks for quotations within quotations. Long quotations, e.g. over 50 words, should be indented, without quotation marks. Omitted matter should be indicated by three stops or an ellipsis (Ctrl+Alt+. in Word), preceded and followed by a space.

**3.2.2** Inset quotations should be preceded and followed by the correct punctuation, which varies according to whether the quotation is part of a sentence begun in the main text. If it is, a colon is recommended before the quotation, and of course a full stop afterwards. If not, then the preceding sentence ends normally with a full stop. If the quotation is not from a written source but spoken words, it should have single quotation marks.

**3.2.3** Quotation marks should not be used to emphasise words in the text.

**3.3 Capitals** should be sparingly used, e.g. King James II visited Chichester Cathedral, but the king visited the cathedral; West Africa, but the west of Scotland; the Iron Age, but medieval houses. Archaeological periods should be as follows: palaeolithic; mesolithic; neolithic; Bronze Age; Iron Age; Romano-British; Anglo-Saxon; medieval; post-medieval. Parliamentary Acts should be given with leading capitals.

**3.4** For **abbreviations**, the general rule is that an abbreviated word is followed by a full point. The full point is omitted when: the contracted form of a word ends with the same letter as the full form, including plurals; the initial letters of each word of the title of a standard work of reference, journal or series are used as an abbreviated title; and in commonly used abbreviations for countries, institutions and organizations. Thus: Prof. J. H. Plumb, Mr, vols, Fig. 1, Figs. 1 and 2, e.g., pp., a.m., *ODNB*, USA, BL, NATO. Although compass directions will normally be spelt within the text (see 3.12 below), they will normally be abbreviated in tables and on illustrations to W, SW, WSW for example.

**3.5 Italics** should be used for the titles of books, plays, films, periodicals and long poems; the names of ships; genera, species and varieties; foreign phrases not yet anglicised in an English sentence; directions to the reader (e.g. *see* Fig. 1) but not for titles of unpublished works.

**3.6** For **numbers**, in text matter the numbers nought to nine should normally be spelt out, and higher numbers given as figures. Numerals should be used for dates (see para. 3.8). If the use of a number at the beginning of a sentence cannot be avoided by re-phrasing, the figure should be spelt. However, when numbers appear in a sequence, figures should be used: 'The team varied between 8 and 12 people'; or 'Only 7 sherds were found in pit 1 and 19 in pit 5'. Numbers of five or more digits should have commas (10,000; 1,276,543). Ranges of numbers (e.g. page numbers in references) should be given as follows: 1–15, 17–19 (not 17–9), 25–7, 116–18 (not 116–8), 235–7. The % symbol should be used in both textual and tabular matter unless at the beginning of a sentence, e.g. 'Fifty per cent of the population ...'. Use 'about', 'around' or 'c.' not '~' for approximations. Avoid the Americanisation '#'.

**3.7 Dates** should be given in the following form: 54 BC; AD 1066 (AD only if needed for clarity); c. 1800; 18 June 1815; the winter of 1962/3; 185–122 BC; the 2nd century, the 15th century (N.B. no superscript); 1818–35, 1914–18; the 1780s. The abbreviation of ‘century’ to ‘C’ may only be used in tables. Use the forms bp, bc, ad for uncalibrated radiocarbon dates, followed by laboratory initials and number, e.g. 2950±150 bc (BM-73) or capital BC etc for calibrated dates. Avoid the use of *circa* in prose.

**3.8 Monetary sums** should be written thus: nine pence; one shilling; £1019 6s 8d, i.e. without stops; £1019; £1.64; £6 million; 36p (or £0.36 in a list of prices). All monetary sums in tables should be written in figures.

**3.9 National Grid References** (usually abbreviated to NGR) should be in the form SU 896401 and SU 8964 4012 (with space between groups of four or more numbers).

**3.10 Measurements and weights** should be expressed in metric units, unless the topic dictates otherwise (e.g. a Victorian tithe survey measured in acres). The metric units should be abbreviated without full points: mm, m, km, g, kg, ha, etc. and without spacing, e.g. 24mm or 13kg. Linear measurements should not be given in centimetres. Metric measurements should be given in mm up to 499mm and in m thereafter, e.g. 0.5m, 1.76m; and to km at 1km or, in the case of hectares as 2.5ha unless a measurement boundary is crossed, e.g. where the first figure is below 500mm use ‘400 – 700mm’ rather than ‘400mm – 0.7m’. Similarly, if the range includes figures below and above 10, then Arabic numbers should be used, e.g. ‘The length varied between 8 and 12m’ but ‘The windows measured two to three metres across’. Other common examples of measurements include, ‘a one-metre-wide evaluation trench’ or, if a decimal place is involved, ‘a 1.5m-wide evaluation trench’.

**3.11 Hyphens** should be used correctly and sparingly. Note the difference between ‘wall painting’ (noun) and ‘wall-painting technique’ (adjective); similarly ‘poor law’ (noun), ‘Poor-Law expenditure’ (adjective). Preferred examples are: north-east, flint-tempered pottery, post-hole, stake-hole, but roundhouse, 13th-century pottery, and late 16th-century cauldron. A distinction should be made and maintained between hyphens and en dashes (2004-5; Cleere and Crossley 1985, 46-9; the London – Brighton line). The en dash can be found in Word under ‘Insert’, ‘Symbol’.

**3.12 Underlining** should be avoided.

**3.13 Cross-references** to other parts of the article should where possible be in the form ‘see Introduction’ or ‘see below’ rather than ‘see p. 000’.

**3.14 Personal names** If your article includes personal names, particularly if they are taken from historical documents, you should present them in the most common modern form, irrespective of the usage of the original. For the benefit of the indexer, in the text of your article give the forename, if known, rather than an initial, and include the surnames of peerage families.

## 4.0 CITATION OF SOURCES

**4.1** You should use either (1) the author-date (or Harvard) system linked to a bibliography; or (2) footnotes. The choice will usually depend on the nature of the sources which you wish to cite. The author-date system is likely to be appropriate when citing mainly modern published works; footnotes are appropriate when making extensive reference to manuscripts in record offices, etc.

The two systems should not be mixed in the same article, except that a small number of footnotes, e.g. to deal with a few references to manuscripts or for matter other than citing sources, may be acceptable in an article otherwise using the author-date system.

**4.2** In both systems, the titles of published books, pamphlets and volumes in serials, and of journals, are italicised. Titles of unpublished works and of articles in journals are not italicised. Capitals are used in all titles as in normal sentence text. Volume numbers should always be in Arabic numerals (however they may appear in the original) and be printed in bold. If you have consulted a source online and what you have seen is a facsimile, then cite it as if you had consulted the original (just as you would if you had a photocopy or microfilm). So, for example, if you look at census returns on the Ancestry website, you should note down their references in The National Archives. If the source exists only online, you should give the URL of the site and the date of access. Some annotated examples are given below.

#### (1) AUTHOR-DATE SYSTEM

**4.3** References are made in the text thus: (Drewett 1985). Such a reference is placed in brackets unless the name of the author is part of the sentence, in which case only the year is required in brackets, e.g. 'Drewett (1985) states...'. When two or more papers published in any one year by the same author are cited, each paper should be distinguished by a small letter, thus: (Bedwin 1981a). Where two different authors with the same surname publishing in the same year are cited, distinguish between them by initials, thus: (Farrant, J. H. 1978). Where two authors or editors are involved, the reference contains both, thus: (Cleere and Crossley 1985). Where there are more than three authors, only the first author is named followed by *et al.*, and should be written thus: (Farrant *et al.* 1991). If reference is made to a particular fact or argument in a book or long article, the text should give the appropriate page(s), thus: (Cleere and Crossley 1985, 46–9).

For editions of historical sources or for institutional publications, use a shortened version: Bede, *Hist. ecc.*, iv, 25; *Cal. Pat. Rolls, 1272–81*, 315; RCAHM (Scotl.), 1971. A small number of references to manuscripts can be incorporated, e.g. ESRO, AMS 6279.

**4.4 References:** A list at the end of the article, beginning on a separate page, gives the full reference of the books and articles cited in the text, arranged in alphabetical order of the author (or other) names used in the text. If an article is to be divided between the printed page and the ADS supplement, a full bibliography can be reproduced for the ADS supplement (even if it lists references that are only cited in the printed article). However, the bibliography accompanying the printed article needs to relate specifically to references in that article.

The following examples indicate the form of references. Journal and serial titles are initially given in full with subsequent entries being abbreviated.

**Bailey, M.**, 1991, 'Per impetum maris: Natural disaster and economic decline in eastern England, 1275–1350', in B. M. S. Campbell (ed.), *Before the Black Death: Studies in the 'Crisis' of the early fourteenth century* (Manchester, Manchester University Press), 184–208.

**Barber, L.**, 2008, 'The pottery', in S. Stevens, Archaeological investigations at the ASDA site, Crawley, West Sussex, *Sussex Archaeological Collections* (hereafter SAC), **146**, 120–30. **(OR)**

**Barber, L.**, 2008. 'The pottery', in S. Stevens, 120–30. **(IF a number of specialist reports within Stevens 2008 are cited in the same article).**

**Bedwin, O.**, 1981a, 'Excavations at the neolithic enclosure on Bury Hill, Houghton, West Sussex 1979', *Proceedings of the Prehistoric Society*, **47**, 69–86.

— 1981b, 'Excavations at Lancing Down, West Sussex 1980', *SAC*, **119**, 37–55.

- Cherry, B. and Pevsner, N.** (eds.), 1989, *Devon Buildings of England*. 2nd rev. edn (Harmondsworth, Penguin).
- Chevalier, R.**, 1976, *Roman Roads*, trans. N. H. Field (London, Methuen).
- Cleere, H. F. and Crossley, D. W.**, 1985, *The iron industry of the Weald* (Leicester, Leicester University Press).
- Down, A. and Welch, M. G.**, 1990, *Chichester Excavations 7: Apple Down and the Mardens* (Chichester, Chichester District Council).
- Drewett, P. L.**, 1985, Settlement, economy, ceremony and territorial organisation in Sussex, 4th–2nd millennium BC, unpublished PhD thesis, University of London.
- Farrant, J. H.**, 1978, ‘John Norden’s “Description of Sussex”, 1595’, *SAC*, **116**, 269–75.
- Farrant, J. H.**, 2004, ‘Lower, Mark Antony (1813–1876)’, *Oxford dictionary of national biography*, (Oxford, Oxford University Press, 2004) [accessed 9 Feb 2011: <http://www.oxforddnb.com/view/article/17090>]. (*The ODNB is a dynamic database, and a corrected article carries a later date than 2004.*)
- Farrant, S. P.**, 1978, ‘The changing structure of land ownership in the lower Ouse valley, 1780 to 1840’, *SAC*, **116**, 261–8.
- Peckham, W. D.** (ed.), 1942–3, *The Chartularies of the High Church of Chichester*, Sussex Record Society **46**. (*For a serial of this nature, no place or name of publisher is needed.*)
- RCAHM (Scotl.)** 1971, *Argyll: An inventory of the ancient monuments 1: Kintyre* (Edinburgh: Royal Commission on the Ancient and Historical Monuments of Scotland).
- Salzman, L. F.**, 1952, ‘Sussex drawings by John Buckler’, *Sussex Notes and Queries*, **13**, 11/12, 257–8.
- Stevens, S.**, 2008, ‘Archaeological investigations at the ASDA site, Crawley, West Sussex’, *SAC*, **146**, 107–47.
- Thomas, K. D.**, 1981, ‘Neolithic enclosures and woodland habitats on the South Downs in Sussex, England’, in M. Bell and S. Limbrey (eds.), *Archaeological Aspects of Woodland Ecology*, British Archaeological Reports, Brit. Ser., **146**, 147–70.
- Turritin, T. H.**, 2006, ‘An annotated bibliography of the Piltown Man forgery, 1953–2005’, *PalArch’s Journal of Archaeology of Northwest Europe*, **1**, 1. <http://www.palarch.nl/NorthWestEurope/nwe.htm>. (*An online journal.*)
- Wikipedia editors**, 2010, Rand, Cater [accessed 9 Feb. 2011 [http://en.wikipedia.org/wiki/Cater\\_Rand](http://en.wikipedia.org/wiki/Cater_Rand)"]

## (2) FOOTNOTES

**4.5** These are printed at the bottom of the page. Notes should be used sparingly. Their main purpose is to provide references to sources or occasionally to give information that is tangential to the main argument and would impede the flow of the text. They should not represent afterthoughts or further discussion of what is in the text. Where possible the number of notes should be reduced by grouping together, in one note, references to several sources supporting the same paragraph. The reference number should be entered in the text superscript (Arabic rather than Roman numerals), preferably at the end of a sentence and always following any punctuation except a dash. Check that the numbers in the text tie up with those used in the footnotes. In the script, notes should begin on a separate page from the text. It is strongly recommended to use the automatic endnotes provided in Word (or a similar program) as this allows any later alterations to be done simply and quickly.

**4.6 Do not** use footnotes in figures, tables and associated captions as this causes severe problems in maintaining numerical sequencing during page setting. They should only be used within the main narrative.

**4.7** The following examples indicate the form of citation in the notes for published works.

Authors should not use *op. cit.*, *loc. cit.* or *ibid.*

- <sup>1</sup> H. F. Cleere and D. W. Crossley, *The iron industry of the Weald* (Leicester, Leicester University Press, 1985), 270. Subsequent references may be abbreviated, e.g. Cleere and Crossley, *Iron industry*, 59, or even (if it is clear) Cleere and Crossley, 59.
- <sup>2</sup> M. A. Lower, *A compendious history of Sussex* **2** (London, Geo. P. Bacon, 1870), 1–6.
- <sup>3</sup> Daniel Defoe, *A tour through England and Wales*, ed. by G. D. H. Cole, **1**, Everyman edn, n.d., 129.
- <sup>4</sup> Richard Neve, *The city and country purchaser, and builder's dictionary*, 2nd edn, London, 1726; repr. Newton Abbot, David and Charles, 1969, 150.
- <sup>5</sup> D. A. Robinson and R. B. G. Williams, 'The soils and vegetation history of Sussex', in Geography Editorial Committee (ed.), *Sussex: Environment, landscape and society* (Gloucester, Alan Sutton, 1983), 111.
- <sup>6</sup> J. H. Farrant, 'John Norden's "Description of Sussex", 1595', *Sussex Archaeological Collections* (hereafter SAC), **116** (1978), 273.
- <sup>7</sup> W. D. Peckham (ed.), *The chartularies of the High Church of Chichester*, Sussex Record Society (hereafter SRS) **46** (1942–3), xii. For later citations of the same volume, and also where a volume is cited only incidentally, the name of the author and title of the volume may be omitted, e.g. SRS **46**, 1–3.
- <sup>8</sup> P. J. Le Fevre, *Justices and administration: The political development of Sussex 1660–1714*, unpub. PhD thesis, CNAABrighton Polytechnic, 1989, 135.
- <sup>9</sup> C. Noble and J. H. Farrant, 'Institutional responses to financial reductions: a case study of the University of Sussex' (report to the Department of Education and Science. [Brighton: the University], 1985), 23.

Titles of unpublished items are not italicised, and inferred information is given in square brackets.

- <sup>10</sup> T. H. Turriffin, 'An annotated bibliography of the Piltdown Man forgery, 1953–2005', *PalArch's Journal of Archaeology of Northwest Europe* **1**, 1 (2006).  
<http://www.palarch.nl/NorthWestEurope/nwe.htm>
- <sup>11</sup> 'Dallaway, James', *The clergy of the Church of England database 1540–1835* [accessed 9 Feb. <http://www.theclergydatabase.org.uk>]. (*A dynamic online database, dated to the year accessed*)
- <sup>12</sup> J. H. Farrant, 'Lower, Mark Antony (1813–1876)', *Oxford dictionary of national biography* (Oxford University Press, 2004) [accessed 9 Feb 2011:  
<http://www.oxforddnb.com/view/article/17090>] (*The ODNB is also dynamic: a corrected article carries a later date than 2004.*)

**4.8** Well-known record serial publications should be cited thus: *Calendar of Patent Rolls, 1616–18*, 198. Citations of parliamentary papers should if possible give both the paper number and the number of the volume in the annual series, in the form: *1st Report of ... Royal Commission on Agricultural Depression* [C. 7400], H.C. (1894), **16**, 101–5.

**4.9** Newspapers should be cited by date, not issue number, e.g. *Sussex Weekly Advertiser* (hereafter SWA), 1 Nov. 1794. Pages and columns (lettered from the left) may be cited: *Independent*, 8 May 1993, 12e.

**4.10** Names of record repositories should be given in full on the first appearance and afterwards shortened, thus: first reference East Sussex Record Office (hereafter ESRO), second reference ESRO.

**4.11** Class marks of documents should be given in accordance with the practice of the record repositories where they are kept. On first reference it may be appropriate to identify the class or collection and/or the nature of the individual document. Thus: ESRO, GLY 1013, Beddingham court roll 1517.

ESRO, AMS 6279, William Green to Francis Grose, 31 May 1773.

British Library (hereafter BL), Add. MS. 17,398, ff. 103–11.

Yale Univ. Lib., Turner Coll., II/2, 22, 24 and 27 Jan. 1755.

Distinguish folios, membranes and pages. The reverse side of a folio is cited thus: f. 123v. and of a membrane thus: m. 123d.

## **5.0 TABLES**

**5.1** Tables should be laid out lucidly, care being taken that headings, etc. are concise and fully descriptive. All lettering should normally confront the reader the right way up when the volume is read, and this should be considered carefully, especially when using a table to be printed sideways. The table's number (in the form Table 3) and title should appear at the top. If an article includes an ADS supplement, there should be only one series of tables between the printed and ADS sections.

**5.2** Tables should be designed to fit the available print area (see 2.1). The numbers of lines and columns should be considered carefully.

**5.3** If possible, include each table in your text, at or about the place where it should appear when published. Use the table function in Word rather than tabs. If a table is submitted as a separate file from the main report (e.g. as an Excel file), clearly indicate its preferred position within the text.

**5.4** Each table should be referred to, in numerical sequence, somewhere in the text, in the form Table 1, Table 2, etc. Captions for all tables should be supplied. Footnotes **should never** be used in tables or their captions.

## **6.0 FIGURES**

**6.1** You must present final illustrations with accompanying captions for your article. These should be clearly referred to, in numerical order, within the article text. Although the editor is happy to help with advice, it is not his responsibility to select and place the final figures from a miscellaneous number supplied.

**6.2** Figures, both line drawings **and** photographs, should be supplied in electronic format. In certain circumstances, and with the agreement of the Editor, it may be possible for authors to supply only hard copies of figures. In such circumstances, photographs should be printed in colour, or black and white, on glossy paper, and drawings in ink of suitable quality for reproduction as illustrations.

**6.3** In order to obtain the best-quality reproduction photographic figures should ideally be supplied as TIFF files at high resolution suitable for printing. A full set of the figures should also be supplied as JPEGs for editorial use. Minimum input scanning resolution for figures should be 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. It is important to note that the final reproduction quality is dependent on the quality of the original illustration. Please be aware that



fine lines need to be of sufficient weight to allow clear printing at A5.

**6.4** It is important that authors submit figures as close as possible in size to their final published dimensions, and **authors should note that legend or textual content should be large enough to be legible if the illustrations are subject to some reduction in size.**

**6.5** Captions for figures should be supplied separately; authors should check that all illustrations are mentioned in the text in the order that they are numbered, and that the numbering of each illustration corresponds to the relevant caption. Reference to figures within a sentence should use full wording, e.g. 'Several different individuals are shown within the trench in Figure 8.' If referring to figures in brackets the abbreviated form should be used: (Fig. 6), (Fig. 12.4), (Figs 8 and 11), (Figs 16–17), etc. As with tables, the preferred position of illustrations should be clearly marked in the text and running notes should not be used in the captions.

**6.6** Where required, you should obtain written permission to reproduce images (in all formats, in perpetuity, and in all geographical regions worldwide) from the copyright owner for the use of any illustrative matter that you have not originated yourself, and you will normally be liable for any fee charged by the owner of the image. This includes the use of cartographic sources that are still in copyright. The caption should include relevant acknowledgement of the permission of the copyright holder to reproduce such images.

**6.7** Digital figures should be supplied on a CD-Rom (email is only suitable for smaller files) or via a file transfer service such as WeTransfer or Dropbox. The CD-Rom should be marked in permanent ink with the name of author(s) and key words from the article's title.

**6.8** All maps, plans, sections and artefact illustrations should include an integral linear metric scale.

**6.9** Neither the Group nor the Editor can guarantee the safety of hard-copy illustrations submitted. You should so far as practicable retain a duplicate set of the illustrations you submit which can be used for publication if any mishap befalls the original set. If you want your illustrations returned after publication, you should notify the Editor at the time of their submission.

## **7.0 COPYRIGHT IN ARTICLES PUBLISHED IN THE *BULLETIN***

**7.1** WIRG does not ask you to assign to it the copyright of articles. If that copyright does not belong to you, but for example, to an employer or a sponsor, the copyright holder should be identified in the article.

**7.2** WIRG does retain its copyright in the printed appearance of the article and in that of the whole volume. Therefore, without seeking WIRG's permission, you may reuse material in your article in a different format, though as a matter of courtesy acknowledgement should be made that it has already appeared in *Wealden Iron*, citing volume number and pages.

**7.3** If you wish to reproduce the article in whole or part in the form in which it was published, then you should request WIRG's permission, addressing your request to the Editor. It follows that a third party wishing to reprint, for example, an excavation plan as it appeared in *Wealden Iron* will need both the author's and WIRG's permission. WIRG will not accept responsibility for tracing the current holder of the copyright in an article.

**7.4** Please note that by allowing publication of an article in *Wealden Iron* you automatically grant the right to WIRG to publish it digitally on the Group's website.