

ARCHAEOPRESS

PUBLISHING SCHOLARLY ARCHAEOLOGY SINCE 1997

Submission Guide

This guide has been designed to help you prepare all files associated with your book project for final submission to the publisher. *Archaeopress* reserves the right to return the manuscript and its associated files for further corrections should they not sufficiently meet the criteria described here and in the *Archaeopress Publication Guide*.

Finally, this guide ends with a Submission Document. Please complete this fully and send alongside the text and image files.

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1. PREPARING A MANUSCRIPT FOR PUBLICATION: AN OVERVIEW

BOOK LAYOUT, DESIGN AND FORMATTING

The typesetting of the book will be carried out by *Archaeopress*. The author(s) may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format in accordance with its house styles.

COPY-EDITING, PROOF-READING ETC.

All texts submitted must be thoroughly spell-checked, copy-edited and proof-read; *Archaeopress* cannot undertake to check and/or correct text (but if required such services, including indexing, can be arranged for a fee).

Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc. as detailed in the *Archaeopress Publication Guide*. *Archaeopress* reserves the right to return the text to the author(s) where corrections are deemed necessary, or, after consultation, to arrange to implement such corrections in-house (fees apply).

ORGANISING THE WORKING DOCUMENTS

All text files, images, tables etc. should be organised as follows: create a master folder to contain all elements required to produce the final book, named using the surname of the author(s).

Each chapter should have its own sub-folder containing the text file for the relevant chapter.

Each chapter folder should have sub-folders, where applicable, for figures and tables.

Any elements required for the cover (e.g. logos of funding bodies etc.) and any suggested images for the final cover design should be placed in a separate 'Cover' folder.

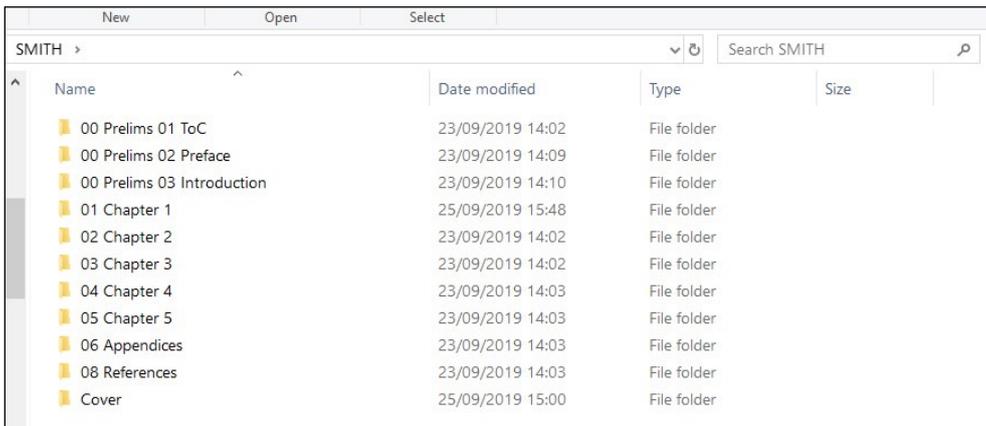
Follow the naming convention below as closely as possible for each folder:

Preliminary pages e.g. Table of Contents, Preface etc.: *00 Prelims 01 ToC ; 00 Prelims 02 Preface ; 00 Prelims 03 Introduction* etc.

Chapters, Appendices, Plates etc.: *01 Chapter 1 ; 12 Chapter 12 ; 13 Catalogue ; 14 Appendix 1 ; 15 Appendix 2*

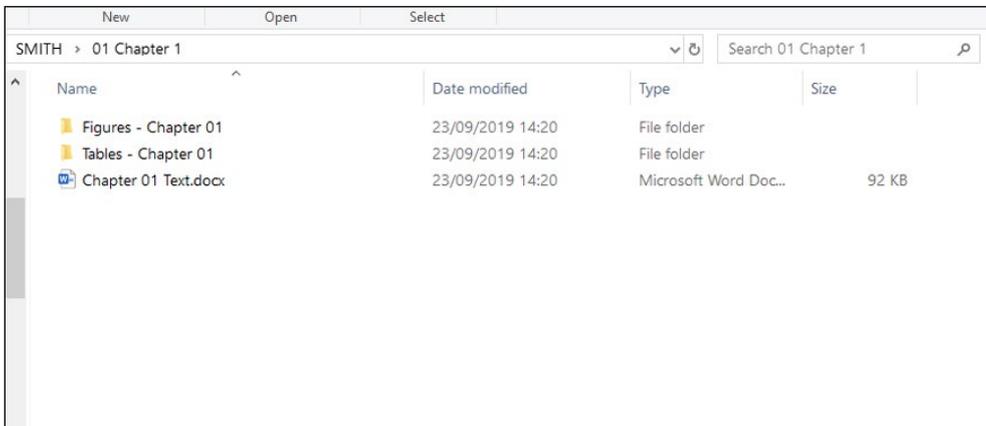
Cover details e.g. suggested image, concept cover etc.: *Cover*

Example contents of master folder:



Name	Date modified	Type	Size
00 Prelims 01 ToC	23/09/2019 14:02	File folder	
00 Prelims 02 Preface	23/09/2019 14:09	File folder	
00 Prelims 03 Introduction	23/09/2019 14:10	File folder	
01 Chapter 1	25/09/2019 15:48	File folder	
02 Chapter 2	23/09/2019 14:02	File folder	
03 Chapter 3	23/09/2019 14:02	File folder	
04 Chapter 4	23/09/2019 14:03	File folder	
05 Chapter 5	23/09/2019 14:03	File folder	
06 Appendices	23/09/2019 14:03	File folder	
08 References	23/09/2019 14:03	File folder	
Cover	25/09/2019 15:00	File folder	

Example contents of chapter folder:



Name	Date modified	Type	Size
Figures - Chapter 01	23/09/2019 14:20	File folder	
Tables - Chapter 01	23/09/2019 14:20	File folder	
Chapter 01 Text.docx	23/09/2019 14:20	Microsoft Word Doc...	92 KB

MANUSCRIPT TEXT

TEXT FILES

MS Word is the preferred format for the text (.doc; .docx). Files should be submitted in plain single-column format with single-line spacing. One text file should be produced for each chapter.

Do not insert hard returns mid-paragraph.

Indicators for the positioning of the illustrations should be clearly marked in the text files but no images should be embedded (see *Figures, Tables and Captions*, below). Any specific instructions regarding the figures (scales etc.) should be noted here also.

HEADINGS AND SUB-HEADINGS

Clearly distinguish different heading levels (e.g. chapter heading, major heading and sub-heading). Avoid numbering i.e. not 1.2; 1.2.1; 1.2.1.1 etc.

REFERENCING

Footnotes style and Harvard style referencing are both acceptable. Examples and further details are provided in the *Publication Guide*.

Endnotes are not accepted.

FONTS

If using uncommon fonts for diacritic or transliterative purposes please inform *Archaeopress* and be sure to supply the fonts in the top-tier master folder when submitting the completed manuscript.

FIGURES, TABLES AND CAPTIONS

COPYRIGHT

All text and illustrations that are not the author(s)' own must have copyright clearance (and these rights must include permission for electronic/digital format distribution). It is the responsibility of the author(s) to ensure such clearance has been obtained. If any restrictions are imposed by copyright holders in specific instances, author(s) must inform *Archaeopress* accordingly.

FORMATTING IMAGE FILES

Figures (including illustrations / photos / tables etc.) must be sent as individual files, not embedded within the text. This includes graphics generated in Word (e.g. Arrows, Markers etc.), these should be converted into an image-based format (e.g. .TIFF) and supplied separately. For plate sections please consult with *Archaeopress*.

The publisher will decide, following discussion with the author(s), if figures are to be printed in black and white or colour. Subvention for colour printing may be required, but colour images should be submitted in colour and not converted to b/w.

Accepted file formats for photos / illustrations / line drawings:

Adobe Photoshop	.pdf files	TIFF, EPS
All formats are acceptable.	Use high resolution only. Embed all fonts and do not compress images when distilling.	These are the preferred formats for scanned images which need to be at least 600 dpi. Resize all images so the largest dimension is a maximum of 240 mm. (JPEGs are acceptable if saved to maximum quality.) Specific instructions (required scales etc.) must be clearly marked in the text.

Accepted file formats for tables, charts and graphs:

Excel or Word (tables)	Excel (charts and graphs)
Avoid lengthy text in tables; this information should be delivered elsewhere.	Charts and graphs should be designed to appear in black and white. Use patterns to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.

NUMBERING

Number illustrations / figures / photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations.

Capitalise and do not abbreviate 'Figure' or 'Table' in the text. Ensure that there is a numbered reference to each figure and table in the text.

CAPTIONS

List all captions at the end of the text after the Bibliography, or in a separate file. The captions should include any necessary copyright information.

2. SUBMITTING THE MANUSCRIPT FOR FINAL PUBLICATION

Once the manuscript has been completed and prepared in accordance with the *Archaeopress Publication Guide*, with files organised as described above, files may be submitted for publication. *Archaeopress* will assess the files to ensure they meet all necessary requirements to begin production i.e. that matters of style are consistent throughout, that files and folders are organised appropriately and so on.

Archaeopress reserves the right to return the manuscript and associated files to the author(s) at this stage should it be considered that edits are required within the manuscript, or that the files are not sufficiently well-organised for production to begin.

Archaeopress cannot undertake to check and correct text (but if required such services, including indexing, can be arranged for a fee).

SUBMISSION DOCUMENT

The final manuscript and associated files should be accompanied by a completed submission form (see [Appendix A](#).) The document asks for final confirmation of several key elements used to promote the publications internationally including (but not limited to):

- Author information (including brief biography)
- Final title / subtitle
- Word count / figure count / table count / plate section details
- Summary in primary language (plus English summary if primary language is not English)
- Keywords
- Open Access requirements
- Any special purchasing arrangements (e.g. ordering a number of printed copies on behalf of a funding body etc.)
- Review recommendations (journals etc.)
- Cover suggestions (ensure any elements required for the cover are included in the appropriate folder with the manuscript)

FILE DELIVERY

Files should be delivered electronically via We Transfer: <https://archaeopress.wetransfer.com/>

All files should be organised into folders as described in [section 1](#). The master folder, named after the first named author's surname, should be compressed to a .zip or .rar file (7-Zip is free software available for Windows and Linux, Zipeg is free software available for IOS.) The compressed folder must be under 20 GB to send via We Transfer.

In the unlikely event the compressed folder is larger than 20 GB, the master folder should be split into two master folders (named SURNAME-1 and SURNAME-2 e.g. SMITH-1, SMITH-2), splitting the chapter folders and associated files evenly between them. Compress both master folders and send separately via We Transfer as above.

As well as the core text, figures, tables etc., please ensure all elements that are required to be present in the final publication are included (e.g. logos for funding bodies etc.)

3. PRODUCTION

TYPESETTING

Once *Archaeopress* has received, assessed and accepted the manuscript and associated files and, following any revisions the publisher may have requested at that time, the production phase will begin. Typesetting will be managed in-house by the publisher in accordance with its house styles.

The author may be consulted regarding format (e.g. page size, column numbers etc.) but *Archaeopress* reserves the right to make all final decisions regarding design, layout and format.

PROOFS

The author(s) will be sent one set of .pdf proofs of the formatted book and a deadline will be agreed to deliver feedback. This proof is for checking only and no significant alterations may be made to the text at this time. Revisions / rewrites at proof stage will incur charges at our standard daily rate, pro rata for time required to implement the changes.

A charge is made for additional proofs and any subsequent revisions.

4. PUBLICATION

Upon publication *Archaeopress* will provide the following:

GRATIS PRINTED COPIES

The author(s) will be provided with a number of gratis print copies as outlined in the publication agreement. These will be sent to one address.

Archaeopress may agree to split delivery of gratis copies to multiple destinations, postage fees will apply.

AUTHOR DISCOUNT

The author(s) may purchase print copies of the final publication at 35% discount at any time following publication. A special offer form will be sent shortly after publication.

PROMOTIONAL MATERIAL

A .pdf special offer form granting 20% discount will be provided to the author(s). This can be circulated to colleagues by email, social media or printed and distributed at meetings etc. to help promote the publication.

SPECIAL ARRANGEMENTS / PROMOTIONS

Any special arrangements (bulk purchase of copies on behalf of a funding body etc.) should be discussed with *Archaeopress* in advance of final publication. Special terms will be granted at the publisher's discretion.

OPEN ACCESS

Archaeopress supports Open Access. The following Open Access offer is available to the author(s):

Full publication:

Gold Open Access: £1,500.00 + VAT (if applicable)

- eBook published in Open Access at the same time as printed volume.
- Format: .pdf download, issued with a creative commons licence nominated by the author (we recommend CC-BY) and a DOI.
- .pdf eBook hosted on *Archaeopress* website in addition to several other Open Access repositories. Metadata distributed to all major libraries.
- 3rd party Open Access repositories have their own notification systems to advertise new content and aid further discoverability.
- Contributors / funding bodies / attached institutions may immediately self-archive the final formatted pdf on their own website / platform in addition to general social and academic media sites such as Academia etc.
- Full digital archiving and preservation (legacy security) provided for each volume by inclusion in the Portico digital preservation service.

5. MARKETING AND SALES

A brief guide to the standard marketing and sales attention each publication receives:

ARCHAEOPRESS WEBSITE

Each book is advertised on the dedicated *Archaeopress* website www.archaeopress.com as forthcoming, initially, then available to buy in print and PDF formats upon publication.

ARCHAEOPRESS ALERT E-NEWSLETTER

The *Archaeopress* marketing alert email goes out to thousands of academics worldwide, announcing new and recent releases alongside forthcoming titles. It is expected that the book will feature in the alert a minimum of three times as a forthcoming, new and recent release respectively. Backlist titles are also periodically re-featured in future alerts as part of a special offer or other promotional activity.

PRINT CATALOGUES

Archaeopress typically produces two print catalogues each year which are sent to a mailing-list consisting of private academics and libraries worldwide. On occasion Archaeopress will partner with other specialist publishers or library agencies to provide additional distribution beyond its own internal lists.

SOCIAL MEDIA

Archaeopress has strong followings on various social media platforms; it is recommended that the author provides *Archaeopress* with their Facebook/Twitter/LinkedIn handles to be tagged in any relevant social media posts. *Archaeopress* would encourage the author to tag the publisher in any posts relating to the publication for sharing/re-tweeting etc.

Archaeopress handle on all sites: [@Archaeopress](https://twitter.com/Archaeopress)

Facebook followers: 6.5k

Twitter followers: 12.5k

AUTHOR FORMS

As described in [section 4](#), *Archaeopress* will supply the author(s) with special .pdf order forms offering discount for author copies at 35%, and a more general offer of 20% discount for the author(s) to circulate amongst colleagues and interested parties.

REVIEWS IN JOURNALS / MAGAZINES

The author(s) should recommend approx. six review destinations for the book. *Archaeopress* will make all efforts to secure a review with the recommended journals/magazines. Where this is not possible *Archaeopress* will endeavour to find alternative destinations to provide review copies.

ACADEMIC CONFERENCES

Archaeopress is committed to presenting publications to academic audiences worldwide via exhibition spaces at academic conferences. The books on display are always tailored to the event and *Archaeopress* strives to take selections from across its full list including backlist titles, not just the latest releases. As such each publication should be on display at several events worldwide.

SPECIALIST MARKETING

Archaeopress welcomes suggestions from the author regarding groups of special interest (archaeological societies, for example) that might be interested to receive more targeted marketing. *Archaeopress* will endeavour to explore all suggestions, budget permitting.

BOOKSHOPS / ONLINE RETAILERS

Archaeopress provides book data to all industry leaders, ensuring each book is advertised and on sale via all major book sellers worldwide including Amazon, Book Depository, Blackwell's etc. The books are distributed internationally in partnership with professional distribution and fulfilment warehouses, ensuring orders are supplied in a timely and professional manner.

LIBRARIES / LIBRARY AGENTS

Archaeopress sells directly to libraries and via library agents, ensuring libraries of all sizes, local and international, can purchase books in the method that suits their needs.

EBOOKS

Archaeopress sells eBooks through a number of channels including:

- Direct to private academics at a fixed low price point (all eBooks cost £16+VAT for personal use, even if the print edition costs considerably more)
- Subscription-based platform for libraries (Archaeopress Digital Subscription Service)
- Multiple licensing models via third-party platforms including JSTOR, ProQuest, Ebsco, Erasmus etc.

ARCHAEOPRESS

PUBLISHING SCHOLARLY ARCHAEOLOGY SINCE 1997

Submission Document: Final details concerning your book submission

A completed submission document is required before production work can begin.

Send completed form to: info@archaeopress.com

ABOUT THE WORK

AUTHORS / EDITORS

FINAL BOOK TITLE

FINAL BOOK SUBTITLE

PRIMARY LANGUAGE (English, French, German, Spanish, Italian)

ADDITIONAL LANGUAGES (If any contributions are in a language other than the primary language selected, please list additional languages)

FINAL WORD COUNT

FINAL FIGURE COUNT

FINAL TABLE COUNT

PLATES / CATALOGUE (insert notes below regarding any plate or catalogue section e.g. 28 plates of petrographic slides included in one PDF. Each plate to be presented on a separate page i.e. 28 plates = 28 pages.)

ARCHAEOPRESS SERIES (as assigned by *Archaeopress* editor, if applicable)

APPENDICES / ADDITIONAL ONLINE CONTENT (If applicable please describe content below)

COVER ILLUSTRATION / DESIGN (include notes below for any suggestions relating to cover design e.g. preferred illustration. Please note *Archaeopress* reserves the right to make all final design decisions)

SUMMARIES

This information will form the basis of the descriptive content used to promote the book, including websites, catalogue listings, social media and the book cover. Text should be written in a general, engaging and informative style covering the aims of the book, the academic lacuna it attempts to fill and, if relevant, where it stems from i.e. conference proceedings or research project. If the book is derived from a thesis this should not be referenced in the summary. All summaries should be written in the third person. If the primary language of the book is not English please provide summaries in both English and the primary language.

SUMMARY FOR BOOK COVER / WEBSITE ETC. IN ENGLISH (max. 250 words)

ABOUT THE AUTHOR(S) / EDITOR(S) IN ENGLISH (very brief note on qualifications and current affiliations; max. 150 words)

SUMMARY FOR BOOK COVER / WEBSITE ETC. IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH) (max. 250 words)

ABOUT THE AUTHOR(S) / EDITOR(S) IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH) (max. 150 words)

KEYWORDS IN ENGLISH (use detailed specific subject-based terms; delimitate with semi-colons only e.g. Terra Sigillata; Dalmatia)

KEYWORDS IN IN PRIMARY LANGUAGE (IF OTHER THAN ENGLISH)

LEAD AUTHOR / EDITOR INFORMATION

*denotes required field (but please complete all fields that are applicable)

LEAD AUTHOR / EDITOR 1 DETAILS

First Name(s) e.g. John / John William / John W.:*	
Surname e.g. Smith / Smith-Jones:*	
Title (before name) e.g. Professor:	
Title (after name) e.g. CBE FRS:	
ISNI (name identifier):	
ORCID (name identifier):	
Professional Position e.g. Professor of Classical Archaeology or Independent Researcher:*	
Professional Affiliation e.g. University of Edinburgh:*	
Contact e-Mail address:*	
Contact Telephone Number:*	
Personal website:	
Twitter:	
Facebook:	
LinkedIn:	

Short Biography (brief note on academic qualifications, affiliations, major projects, publications etc.; max. 75 words):*

LEAD AUTHOR / EDITOR 2 DETAILS

First Name(s) e.g. John / John William / John W.:*	
Surname e.g. Smith / Smith-Jones:*	
Title (before name) e.g. Professor:	
Title (after name) e.g. CBE FRS:	
ISNI (name identifier):	
ORCID (name identifier):	
Professional Position e.g. Professor of Classical Archaeology or Independent Researcher:*	
Professional Affiliation e.g. University of Edinburgh:*	
Contact e-Mail address:*	
Contact Telephone Number:*	
Personal website:	
Twitter:	
Facebook:	
LinkedIn:	

Short Biography (brief note on academic qualifications, affiliations, major projects, publications etc.; max. 75 words):*

FOR ADDITIONAL LEAD AUTHORS / EDITORS, PLEASE SEND ADDITIONAL DETAILS ALONG WITH THIS PROPOSAL FORM IN THE BODY OF YOUR EMAIL

Please note, for edited volumes, we do not need this information for each contributor at this time.

DELIVERY ADDRESS FOR GRATIS AUTHOR / EDITOR COPIES

As outlined in the [Publication Guide](#), all gratis copies will be shipped to one address unless special arrangements are agreed to deliver to multiple addresses (fees apply).

Please fill out your delivery information (*denotes required field):

Name:*	
Company:	
House/Flat Number:*	
Street:*	
Locality:	
Town:*	
County/Region:	
Postcode/ZIP code:*	
Country:*	
Email:*	
Phone Number:*	

REVIEW SUGGESTIONS

Please suggest six journals / specialist publications we should approach to review the book:

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
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Journal / Publication:	
Contact Name:	
Contact e-Mail:	

Journal / Publication:	
Contact Name:	
Contact e-Mail:	

