

The Antiquarian Astronomer

Journal of the Society for the History of Astronomy

Guidelines for Authors

Our aim is to publish as much as possible of the material submitted to *The Antiquarian Astronomer*. To help us to do this, we ask that in preparing their material, authors adhere to the guidelines given here. Doing so will minimise the effort and time taken to prepare the draft, and the time taken to review, revise and format it. If the guidelines seem intimidating, use as exemplars papers in the most-recent issue of the Journal. If you do not have a copy, we can send you a copy of an appropriate paper to use as a model.

Submitting your paper

Send papers, in electronic form to the Editor (theaa@shastro.org.uk). We aim to acknowledge receipt within 48 hours. If you get no response within 5 days, e-mail to ask us to confirm that we received your submission.

Length of papers

Papers can be up to 10,000 words (longer by negotiation). Very short papers (1,500 words) are also welcomed. As a guide, each full page of body text on a Journal page contains about 900 words. A 10,000 word paper with figures, etc. will therefore occupy about 15 pages; more if some Figures need to be in 2 column format.

Basic principles underlying writing up a paper

The following principles should guide you when preparing a paper:

- Statements should be evidenced by reference to suitable sources.
- Sources should be described by end notes in sufficient detail to allow a reader to locate the same information.
- Citations should be to primary, not secondary, sources whenever practicable (i.e. cite the original item, not a paper, book, etc. that cites it).

Paper structure

To keep reformatting work to a minimum, please ensure that papers have the following basic structure (use papers in the latest issue as a guide, or ask the Editor to send you a published paper):

- First (exceptionally, a second) line - **title**.
- Next line - author's **name** in the form preferred by the author.
- Next line - an astronomical or other **affiliation**.
- **Synopsis**: max 150 words (it will be edited to occupy the space allocated).
- **Main body** of the paper (using sub-headings if the paper is sufficiently long to need them; but do not use numbered sections). Indicate in the text where Figures etc are to be placed, using [Figure nn here]. As either a separate section, or as a paragraph at or near the end of the paper, identify lines of enquiry in progress or further research needed.
- **Conclusion**: provide a brief resume of paper's aims and purpose.
- **Acknowledgements**.
- **Notes**, should be avoided, if information is relevant, it should be in the main text unless it refers to the source or publication itself.
- **Sources** should be listed only as endnotes (no references or bibliography) and be listed by Arabic notation, the number to appear as superscript after the nearest punctuation mark and always alone (never in mid sentence or two note references together).

- Printouts of Figures, Line diagrams, Tables, etc.; put each on a separate page. Every Figure, etc. should have a caption (with additional notes if necessary) on the same page as the Figure (not on a separate page). Number Figures, etc. sequentially. (See the guidance below on the requirements for submitting photographs, line diagrams, etc.).
- On a separate page a biography of the author about 50-100 words long. The author's name should include full initials, and post-nominal letters of all relevant honours, awards and academic qualifications.

Style, grammar and spelling

The Editorial Team will advise authors on any changes needed. Oxford English spelling please, and no jargon terms

Quotations.

- Short quotations within a paragraph should be single quotes (never italic); use double quote marks only with a quote within a quote.
- Quotations longer than three sentences should follow a colon as a paragraph indented in the text (but no second indent on first line). The text should then continue justified left, i.e. not indented unless a new subject.

Preparing the typescript

- Use Microsoft Word if possible.
- Use A4 paper printed on one side. Where A4 is not the standard size, see the next bullet.
- Set left and right margins to 30 mm (this makes the lines of text 150 mm long). Non-A4 users should set left and right margins to values that result in a 150-mm line of text.
- Set the language to English (U.K.) not English (U.S.).
- Set Times New Roman, 11 point font.
- Set line spacing to 1.5 lines.
- Keep formatting to the **minimum** necessary to ensure that the draft is intelligible
- Do not use tabs or spaces to indent material such as quotations (they all have to be removed by hand); use the Format/Paragraph/Indentation facility (in Word).

Reference Styles

References should have the following form (follow the punctuation and use of italics - single space). Submit with end-notes please, not footnotes, and no line spaces between.

- **Paper in a journal**

Author surname, initials (or name(s) in full if that is used in the paper being cited). Title of paper in single quotes and not italic, Journal title in full (contemporary not later form), and italic. Year in brackets, followed by volume or issue number then start and end pages of the paper, and if necessary specific Page(s) cited. Here is an example:

Hingley, P.D. 'Urania's Mirror - a 170-year old mystery solved?', *Journal of the British Astronomical Association* (1994), 104 (5), 238-240. Page 239.

- **Book**

Author surname, initials (or name(s) in full if used in the book). Title in italic, place of publication: Publisher (full name as it appears in the book), edition (if necessary), publication year (all enclosed in brackets) and page(s) referred to. Here is an example:

Clerke, Agnes. *A Popular History of Astronomy During the Nineteenth Century* (London: A. & C. Black, 4th edition 1902), 152-154.

- **Newspaper**
Author surname, initials (or name(s) in full if that is used in the article being cited). Title in full in *italic*. Number of issue (if it has one), Date. Page number(s), Column. Location in column, if necessary.)
- **Archive** or other unpublished material
Provide full reference to the material and location sufficient for a reader to locate it.
- **Map**
Map originator. Series. Sheet number. Date of sheet. Scale, of original and of reproduction. Grid reference or other unambiguous method of locating the place under discussion. Include in the Figure showing the map credit to the copyright holder. For British Ordnance Survey maps this is currently:
‘Ordnance Survey mapping. © Crown Copyright.’

Every map should include an indication of map North, and a scale bar. The editorial Team will add these if the author cannot do so. •
- **Internet sites**
When citing a website please try to include title of site, author’s name, and date, where these are apparent.

Requirements for photographs and line diagrams

- Submit as jpg files scanned at 300 dpi, and attached to your electronic submission, or on a CD/DVD. Do not crop images closely (we need flexibility to ensure that an image fits into the layout in an appropriate way.) Images can be colour or black and white; but they will be printed only in black and white.
- Every image should have a credit stating its origin and by whose permission it appears.

Review Process and Timescale

Process

The basic process we follow is:

- Draft received;
- Initial comments sent to author by editorial team;
- Revised draft received;
- Revised draft sent for scrutiny by an Independent Reviewer;
- Reviewer’s comments sent to author;
- Second revised draft received;
- Pages edited to layout and style.
- Interaction with authors to finalise details;
- Page proofs sent to author for scrutiny;
- Page proofs agreed.

Schedule

The editor will advise you of our schedule for an edition, but please submit as early as you can.

Kevin Johnson - Editor