

## **Transactions of the Dumfriesshire and Galloway Natural History and Antiquarian Society: Notes for Contributors**

Contributions are welcomed on the History, Natural History, Geology, Antiquities and Archaeology including Industrial Archaeology, of South West Scotland or the Solway Basin, and preference is always given to original work on local subjects. Intending contributors should contact the Editors with an outline of the proposed article together with an approximate number of words and a list of illustrations. [See contact details at the end of this document.]

All articles proposed for publication will be reviewed by the Editorial Committee, and where appropriate, peer reviewed.

Following successful review an agreement to publish shall be entered into between the Society and the author. The Society cannot guarantee that an article shall appear in any particular volume. The Editor will work with the author to prepare the article for publication and to publish it as soon as is possible.

Contributions must be submitted in electronic form as e-mail attachments or on disk. Disks should be clearly labelled with the title of the article and the contributor's name.

### **Timing**

We are happy to accept submissions at any time. The material collected in Autumn and Winter of the previous year and Spring of the current year forms the contents of the current year's volume. This is prepared for publication over the Summer months and goes to print in early September, with a view to the volume being completed and distributed before the end of the year to coincide with the Society's winter session.

However this cannot be absolutely fixed and material should be passed to the Editor as soon as it is completed.

### **Texts**

Contributors are asked to look at the latest volume of the *Transactions* to see the current 'house style'. Examples of recent articles can be sent as pdf files.

Texts should be MS Word files, or a functional equivalent.

Authors should be aware that most formatting that they apply to their documents will be stripped out of the files and replaced by the standard style of the Transactions.

**Abstract:** The author should provide an abstract of the article, which will comprise the first paragraph when published. This should be approximately 250 words and one paragraph long. It should summarise the entire text, not introduce it.

**Notes:** These will be presented as footnotes (not endnotes) in the published article.

**References:** References can be given:

1. As full citations in footnotes
2. Using the Harvard system, either within the text or in footnotes, with full citations given in a Bibliography.

In effect, any standard system of citation is acceptable if applied consistently.

**Bibliography:** An alphabetical list of references is published at the end of the article, unless all references are identified in footnotes. Again, any standard system of citation is acceptable if applied consistently.

**Appendices:** The author may be asked to summarise lengthy appendices or supplementary matter for the published article and deposit a full text either as hard copy or on disk with the National Monument Record or the Dumfries and Galloway Libraries, Information and Archives Service.

**Acronyms and abbreviations:** These should be explained in full at their first appearance in the text. Where there is extensive use of abbreviations a key to these should be given in a section at the end of the article just before the Bibliography.

**Tables:** Do not include tables in the body text of the article. They should be inserted as Figures (see below). PDF files with high (not web) resolution are the most convenient way to submit large tables.

## Figures

Illustrative material and tables are distributed throughout the text of the article close to the relevant body text. They should be called Figures and numbered consecutively.

Image files should be named with a keyword that identifies the article and the figure number within that article E.g. Whithorn\_Fig\_1.

Figures will be reproduced in greyscale. Colour figures must be supported financially by the author, or grant making body funding the publication.

The printed page is 12.5 cm wide by 19 cm high and all illustrations, especially tables and genealogical charts, should be prepared so that they can be reduced in size to fit the page, without loss of detail. Space should be allowed for the inclusion of captions. If pull-out folders are unavoidable they should be prepared so that the printed height will not be more than 19 cms.

All elements within the illustration, especially text labels, must be of sufficient quality and size to remain clear and legible after reduction to page or part page size.

Captions should not be incorporated in the illustration but given in an accompanying list.

### **Artwork specifications**

**Illustrative material must be of publication quality. The print process requires image files of higher resolution than those which reproduce well using a laser printer or appear sharp on screen.**

- TIFF (for preference), JPEG, BITMAP and high (not web) resolution PDF are accepted.
- Do **not** supply images as MS Word or MS Publisher files.
- All scanned images must be saved as TIFF or JPEG.
- Greyscale or colour images must be scanned at a minimum of 300dpi.
- Scanned photographs which have a half tone screen must be supplied at a higher resolution to resolve this, preferably 600dpi.
- Drawings and other line art must be submitted as digital image files with a resolution of at least 600dpi, greater if possible. (Bitmaps at 1200dpi give best results.)
- Digital camera images should be taken at the highest resolution available on the camera and supplied as unedited JPEG files.

- All photographic images should be submitted in colour if that is how they were originally taken – these will be converted to greyscale for publication.

### **Offprints**

Ten offprints are provided gratis to the principal author, plus six filing copies to **Historic Environment Scotland**, when the article is grant-aided by them. Authors may also purchase additional offprints at cost. The Editor will obtain a quote for these additional copies.

Copies of the published articles will also be made available as pdf files – usually supplied by e-mail, but this is also possible on CD-ROM.

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