

**TRANSACTIONS
of the
CUMBERLAND & WESTMORLAND
ANTIQUARIAN & ARCHAEOLOGICAL SOCIETY**

The CWAAS promotes the study of the history and archaeology of the County of Cumbria, including the historic part of Lancashire North of the Sands and the Sedbergh district of Yorkshire. *Transactions*, the journal of CWAAS, welcomes articles that further these aims and embody the results of original research.

Guidelines for Contributors

Authors may select any time-frame between prehistoric and recent times and may treat their subject on a regional or more specifically local basis within Cumbria. Authors are encouraged to set findings in their wider context. The significance of conclusions reached and sources used should be discussed. Articles based on specialist research should be accessible to the non-specialist, interested reader.

Authors should include a summary of their article of not more than 150 words. The summary should give an outline of the principal themes and methodology of the paper, together with its main conclusions.

All articles are sent anonymously to referees familiar with the topic. They advise on the suitability of the paper and, if necessary, on ways in which it might be improved. The Hon Editor makes the final decision on publication.

Scope

Articles should normally be no longer than 7000 words, inclusive of notes and references. Contributions should be typed on one side of A4 paper and double-spaced. Pages should be numbered. Two hard copies should be submitted along with a disc version, preferably in Word. Illustrative material is welcomed. Captions, together with a key where appropriate, should be supplied for all images and listed on a separate sheet. Images may be submitted in electronic form (Tiff or PDF files) with minimum resolution of at least 300 dpi.

Style

Quotations of fewer than 50 words should be placed in single quotation marks within the text.

Longer passages should be indented without quotation marks

Numbers from one to ten are spelled out, with figures used for numbers 11 and upwards.

Percentages in the text are written 'per cent', but % is used in tables.

Dates should be written in the form 29 October 2008. Months appear in full but should be abbreviated in footnotes. Capitals should be used in the text only where necessary to avoid confusion. Abbreviations (except those in very common use such as DNB, UK, MA) should be followed by a stop.

References

References and notes should be placed at the end of the article with a superscript reference number inserted in the text. At the discretion of the editors, the Harvard style of referencing may be used, but only where this is appropriate to the author's academic discipline.

For books, the full title as well as place and date of publication must be included. For articles, the full title, journal name, volume number, date and page reference are required. Titles are capitalised. Examples are

D.J.Breeze, *The Antonine Wall* (Edinburgh, 2006)

C.Webster, 'On the Farming of Westmorland', *Journal of the Royal Agricultural Society*, 27, (1867), 8

Standard abbreviations for regularly used works, which are laid down in the preliminary pages of each volume of *Transactions*, should be used (e.g. *CW1*, *CW2* or *CW3* for *Transactions Old Series*, *Transactions New Series* and *Transactions Third Series*). The various Cumbria County Record Offices should be referred to as CRO (B), (C), (K), (W) followed by the document reference if available or by a class reference and brief description e.g. CRO (C) D/Lons./L. Additional Denton Deeds.

Guides Authors may find the following guides useful:

Hart's Rules for Compositors and Readers at the University Press (OUP, 1983)

R.F.Hunnisett, *Editing Records for Publication* (B.R.A. Archives and the User, No.4, reprinting)

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