

NOTES TO AUTHORS

All authors are required to present completed manuscripts, together with illustrations. The manuscripts should follow the style of this edition. Original illustrations should accompany the manuscripts together with a caption list. The manuscripts must be typewritten, properly titled and referenced. Essentially, the *Bulletin* follows the style of the *International Journal of Nautical Archaeology*. Where there are discrepancies or ambiguities, authors are referred to Commonwealth of Australia, 1988, *Style manual for authors editors and printers* (Fourth edition) Australian Government Publishing Service, Canberra. Spelling is to conform with the *Oxford Dictionary*, and where there is an alternative, the first (preferred) spelling will be adopted. Additional guidance may be obtained from Oxford English Dictionary Department, 1981, *The Oxford dictionary for writers and editors*, Clarendon Press, Oxford. All foreign words are to be italicised, together with titles of publications. Endnotes or footnotes will not be used in future editions of the *Bulletin*.

All measurements should be given in metres where appropriate. However, it is appreciated that 19th century British shipping measurements, for example, were given in feet and inches and some workers still may record in these units. Authors should indicate where measurements are made this way by giving the measurements in feet and inches and metric conversion in parentheses (likewise for measurements taken from published sources). Otherwise, metric units should be given with Imperial (or other) conversions, where appropriate, in parentheses.

It is essential that proper acknowledgements are given in the text to material by other authors, and where copyright material is used, permission from the publishers must be obtained. Authors are reminded of the Copyright Laws and further information on this matter can be obtained from the website <http://www.copyright.org.au/>.

References should use the author-date system and in the text can either appear as: 'Jones (1986) discovered water at...' or 'water was discovered at Cambden (Jones, 1986)'. Authors can refer to specific pages; thus (Jones, 1986: 223) or Jones (1986: 44). The list of references should be listed at the end on a separate sheet of paper and must conform to the format of the references within this volume. For example:

Jones, C.W., 1986, Water in the transport system. *Bulletin of the Australasian Institute for Maritime Archaeology*, 6.1: 44–86.

Adams, C.F., 1984, *Restaurant at the end of the Universe*. Penguin, London.

(Note: Titles are un-capitalized and published references must include the publisher and place of publication.)

At present no particular style has been decided for unpublished material and such decisions will be made at the editor's discretion. Authors are particularly requested to present references correctly. Authors failing to do so will be required to resubmit manuscripts with correct reference style.

Illustrations can be submitted either as hard copy or in an electronic format, the latter being the preferred format. For hard copy, drawings must be originals, either inked on plastic drawing film or paper, or good quality black and white photographs. Originals will be returned to authors if requested, but editors take no responsibility for originals. Presentation must take into account reduction to the size of the *Bulletin*. Thus, where reduction is anticipated, line thickness and lettering size should be carefully considered. As a general rule, the thinnest reproducible line is 0.1 mm. Photographs should be presented to fit the format page size of this issue of the *Bulletin* (i.e. single column 85 mm wide, two column 175 mm wide). All illustrations must have their figure numbers included in pencil.

Illustrations unsuitable for publication will be returned with manuscript to author for modification. A list of illustrations with captions should be included in a separate document.

In the case of electronic copy the following formats are the **only** formats accepted:

RASTER IMAGES

TIFF is the only format that will be accepted and should be a greyscale image. If the image is scanned, then this should be in a form so that the final image has a resolution OF 300 dpi along an image width of either 85 mm or 175 mm (file size will be about 1 Mbyte). Note graphs and text-based figures are best produced in vector format.

VECTOR IMAGES

Either Adobe Illustrator or Macromedia FreeHand format are the only formats acceptable. Text should be in Ariel font, no more than 10 point, for reproduction at an image width of either 85 mm or 175 mm. Line widths no less than 0.1 mm. It is recommended that charts are produced in this format rather than using Microsoft Excel charts.

EXCEL CHARTS

Excel charts are difficult to typeset. Authors, who do not have access to vector programs, are asked to ensure that the data is included with the chart.

TABLES

Complex tables are best set in Microsoft Word table format. Authors should remember the limitations of the *Bulletin* format and design tables to fit accordingly. Hard copy of tables should always be included for editors to cross check, as often formatting does not carry over.

EQUATIONS

Complex equations can be produced in the *Bulletin*, however, authors will need to liaise with editors on this matter.

The *Bulletin* has been set entirely on a Macintosh computer using Microsoft Word X for text, Adobe InDesign CS for typesetting; the graphics were scanned using a Umax PowerLook 2000 scanner, a Nikon Coolscan 4000 and Adobe Photoshop CS, some illustrations were produced on Macromedia FreeHand MX. The completed publication was printed to negative on a high resolution commercial pre-press printer.