Authors’ Guidelines and Style sheet

Abstract submission deadline

Each session will be coordinated and organized by the respective session organizer. Session organizers shall receive, review and then transmit the abstracts and papers to the publication committee. All abstracts shall be submitted by the session organizer via email to the publications committee (Sila Tripathi, Lead Publications Committee: sila@nio.org and Veronica Walker, Co-Publications committee: veronica.walker@arch.ox.ac.uk). The deadline for submission of paper abstracts is October 30, 2013. Guidelines for abstract and paper preparation are provided below and should be read carefully prior to submission.

All contributors are requested to submit an abstract of no more than 200 to 250 words. For consideration of your abstract, the following information must be included when submitting your abstract:

- Name and e-mail of the first author;
- Names and affiliations of the co-authors;
- Complete contact information of the corresponding author if other than the first author.

Paper submission deadline

After receiving the acceptance letter from the publication committee, the author should submit the full paper to the session organizer for email transmission to the publications committee by January 1, 2014.

The paper should be up to a maximum of 4000 words, and can include up to 6 illustrations including tables, drawings, and photographs (see further below for instructions regarding illustrations). Authors are requested to send a short biography (up to 100 words), which will be printed in the volume.

Format of the paper

Text: Arial 12, 1.5 line space

Headings (default word template):

- Heading 1 = Bold, Arial, 16pt
- Heading 2 = Bold, italic, Arial, 14 pt
- Heading 3 = Bold, Arial, 13pt

PDFs will be created of the final edited papers to be hosted on the MUA site (http://www.themua.org) and published in a hardcopy proceedings publication.
Referencing Style Guide

Monographs

Collections of essays, or conference proceedings

Articles in journals

Citing references in the text should be cited according to the name and date system, as Bass (1967) or (Bass, 1967). For two authors include both names (Trott and Tomalin, 2003), but for more than two authors use et al. (Bass et al., 1967) in the text, but list all names in the bibliography at the end of the article. If you refer to several works of a particular author, list them chronologically, latest at the top, in case the same author is cited many times for a particular year, kindly refer them as 1998a, 1998b, etc. In the references the citations should be mentioned in alphabetically order.

Footnotes can be cited in the text with superscript, and the footnote details should be provided before References.

Illustrations
All illustrations, whether drawings, tables, maps, or photographs, should be numbered in one series in their order of mention in the text and referred to at the appropriate place in the text as (Fig. 1) or (Figs. 2-4) and tables should be separately numbered. Captions of the figures and tables should be given separately in the manuscript and the source of figures in bracket: Fig. 2 Oskarshamn Cog a bulk carrier of the mid 13th century. (Jon Adams) All the figures (line drawings and photographs should be of high resolution of 300 dpi). Do not add figures in the text, number the figures and send individual figures separately.

- If more number of technical terms is used in the manuscript kindly provide their details in the glossary; for fewer numbers that can be mentioned in text itself in the bracket.
- Other than English words if used their English meaning should be given in bracket in the text.
• Very brief acknowledgement can be provided in the manuscript.

Author(s) are requested to provide high resolution 300 dpi photograph of 5x4 cm size, preferably in JPG format. Tables, charts, graphs should be in Microsoft Word format (not Excel).

All copyrights must be sought by the authors (please see Example Letter to Request Permission to Reproduce Text or Illustrations).

If you need further advice, please do not hesitate to contact any member of the publications committee:

Sila Tripati, Lead Publications Committee: sila@nio.org

Veronica Walker, Co-Publications committee: veronica.walker@arch.ox.ac.uk